

Public Document Pack

Cabinet

Tuesday, 28th January, 2025
at 4.30 pm

PLEASE NOTE TIME OF MEETING

Council Chamber, Civic Centre

Members

Leader – Councillor Fielker

Deputy Leader and Cabinet Member for Finance and
Corporate Services – Councillor Letts

Cabinet Member for Economic Development – Councillor
Bogle

Cabinet Member for Environment and Transport -
Councillor Keogh

Cabinet Member for Children and Learning – Councillor
Winning

Cabinet Member for Compliance and Leisure– Councillor
Kataria

Cabinet Member for Communities and Safer City –
Councillor C Lambert

Cabinet Member for Housing Operations – Councillor A
Frampton

Cabinet Member for Adults and Health – Councillor Finn

Cabinet Member for Green City and Net Zero – Councillor
Savage

(QUORUM – 4)

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BACKGROUND AND RELEVANT INFORMATION

The Role of the Executive

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

The Forward Plan

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

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 or other IT 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)

2024	2025
25 June	7 January
16 July	28 January
27 August	25 February (Budget)
17 September	25 March
29 October	29 April
26 November	
17 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 2022-2030 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 4.

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 - 2)

Record of the decision making held on 7 January, 2025 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 **BUILDING SAFETY RESIDENT ENGAGEMENT STRATEGY** □ (Pages 3 - 20)

To consider the report of the Cabinet Member for Housing Operations seeking approval to adopt the Building Safety Resident Engagement Strategy. This strategy sets out how the Council will engage with residents, shared owners and leaseholders about building safety decisions

9 **INVESTMENT OF RIGHT TO BUY MONIES** □ (Pages 21 - 38)

To consider the report of the Cabinet Member for Housing Operations seeking approval to invest accumulated Right to Buy monies.

10 SCHOOL TRAVEL SERVICE POLICY FOR CHILDREN OF COMPULSORY SCHOOL AGE 2025-2026 AND POST-16 TRAVEL SERVICE POLICY STATEMENT FOR YOUNG PEOPLE AND YOUNG ADULTS TO SUPPORT EDUCATION AND TRAINING 2025-2026 □ (Pages 39 - 122)

To consider the report of Cabinet Member for Children and Learning seeking approval to 1) School Travel Service Policy for Children of Compulsory School Age 2025-2026 and 2) Post-16 Travel Service Statement For Young People in Further Education and Adult Learners 2025-2026.

11 FINANCIAL POSITION UPDATE - JANUARY □ (Pages 123 - 154)

To consider the report of the Cabinet Member for Finance and Corporate Services detailing an update on the Council's financial position for 2024/25.

12 CHANGE IN PARKING TARIFFS AND CHARGING HOURS IN SUBURBAN CAR PARKS (Pages 155 - 182)

To consider the report of the Cabinet Member for Environment and Transport seeking to introduce or amend parking tariffs in the Suburban Car Parks and change the hours of operation to 8am to Midnight Monday to Sunday.

13 EXCLUSION OF THE PRESS AND PUBLIC - EXEMPT PAPERS INCLUDED IN THE FOLLOWING ITEM

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

Appendix 3 of this report contains information deemed to be exempt from general publication based on Category 3 (information relating to the financial or business affairs of any particular person (including the Authority holding the information)) of paragraph 10.4 of the Council's Access to Information Procedure Rules. In applying the public interest test this information has been deemed exempt from the publication due to commercial sensitivity. It is not considered to be in the public interest to disclose this information as it would reveal information which would put the Council at a commercial disadvantage.

14 RESIDENTIAL RESPITE PROVISION □ (Pages 183 - 250)

To consider the report of the Cabinet Member for Adults and Health seeking approval for residential respite provision.

15 EXCLUSION OF THE PRESS AND PUBLIC - EXEMPT PAPERS INCLUDED IN THE FOLLOWING ITEM

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

Appendices 1 and 2 of this report contains information deemed to be exempt from general publication based on Category 3 of Paragraph 10.4 of the Council's Access to

Information Procedure Rules. This includes details of commercial terms, which if disclosed could put the Council or other parties at a commercial disadvantage.

16 RESTRUCTURE OF LEASES AT NELSON GATE. □ (Pages 251 - 316)

To consider the report of the Cabinet Member for Economic Development seeking approval to the restructure of leases at Nelson Gate.

17 EXCLUSION OF THE PRESS AND PUBLIC - EXEMPT PAPERS INCLUDED IN THE FOLLOWING ITEM

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

Appendix 1 is in a confidential draft form and contains information relating to the business affairs of the Council and key stakeholders in the City, this is exempt from publication under paragraph 3 of rule 10.4 of the Access to Information Procedure Rules. Until final signing of the document has taken place by all signatories the document remains confidential. The document is expected to be finalised and approval given to publish in February 2025.

18 MASTERPLANNING PROGRAMME UPDATE (Pages 317 - 374)

To consider the report of the Cabinet Member for Economic Development detailing the progress on the masterplanning programme and next steps.

NOTE: This report is presented as a request for urgent consideration under Part 4 of the Council's Constitution (confidential matters for which 28 days notice of confidentiality was not given). Whilst the report did have the required 28 days notice as a key decision, the requirement to indicate potential elements of confidentiality was not complied with as notification of the decision was published on the 13 December 2024. The matter requires a decision in order not to delay the Council's opportunity to review and endorse the Prospectus document in advance of a Southampton Renaissance Event arranged to publicise the document alongside other Southampton Renaissance Board Members on 14 February 2025.

Monday, 20 January 2025

Director of Legal and Governance

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SOUTHAMPTON CITY COUNCIL
EXECUTIVE DECISION MAKING

RECORD OF THE DECISION MAKING HELD ON 7 JANUARY 2025

Present:

Councillor Fielker	-	Leader of the Council
Councillor Letts	-	Deputy Leader and Cabinet Member for Finance and Corporate Services
Councillor Bogle	-	Cabinet Member for Economic Development
Councillor Finn	-	Cabinet Member for Adults and Health
Councillor C Lambert	-	Cabinet Member for Communities and Safer City
Councillor Kataria	-	Cabinet Member for Compliance and Leisure
Councillor Keogh	-	Cabinet Member for Economic Development
Councillor Savage	-	Cabinet Member for Green City and Net Zero
Councillor Winning	-	Cabinet Member for Children and Learning

Apologies: Councillor A Frampton

48. PARTNERSHIP FOR SOUTH HAMPSHIRE'S INTER-AUTHORITY AGREEMENT (IAA) FOR NUTRIENT MITIGATION

Decision made: (CAB 24/25 47451)

On consideration of the report of the Cabinet Member for Economic Development, Cabinet approved the following:

- (i) To delegate authority to the Executive Director of Growth and Prosperity to enter into and become a party to the Inter Authority Agreement (IAA) by way of a deed of adherence and to agree to any minor amendments from time to time.
- (ii) To delegate authority to the Executive Director of Growth and Prosperity to agree the Council as a Benefiting Authority and/or Host Authority for projects delivered through the Inter Authority Agreement following consultation with the Council's S151 Officer and Cabinet Member for Economic Development.

49. BIRD AWARE PARTNERSHIP REVISED STRATEGY

Decision made: (CAB 24/25 47443)

On consideration of the report of the Cabinet Member for Economic Development, Cabinet agreed to endorse the Bird Aware Partnership's revised strategy and supporting financial model as set out at Appendix 1 of the report.

50. FINANCIAL POSITION UPDATE - DECEMBER

Decision made: (CAB 24/25 47415)

On consideration of the report of the Cabinet Member for Finance and Corporate Services, Cabinet approved the following, to:

- i) Agree the £0.17M adjustments to be made to directorate budgets to reflect sustained favourable variances reported at month 8 of 2024/25 due to transformation and other measures, to be transferred to centrally held contingency to reduce the reliance on Exceptional Financial Support (EFS), as set out in paragraph 6.
- ii) Agree to the creation of a new housing stock condition survey reserve and a contribution from centrally held contingency of £0.25M in 2024/25 as set out in paragraph 8.
- iii) Note the revised General Fund Capital Programme is £206.99M and the HRA Capital Programme is £240.53M as detailed in paragraph 4 of Appendix 2.
- iv) Approve slippage of £17.80M, £15.04M within the General Fund programme and £2.76M within the HRA programme, as detailed in paragraphs 5 to 7 of Appendix 2 and Annex 2.3.
- v) Note that the overall forecast position for the capital programme for 2024/25 at quarter 2 is £154.98M, resulting in a potential overspend of £0.31M, as detailed in paragraphs 8 to 10 of Appendix 2 and Annex 2.2.
- vi) Note that the capital programme remains fully funded up to 2028/29 based on the latest forecast of available resources although the forecast can be subject to change; most notably regarding the value and timing of anticipated capital receipts and the use of prudent assumptions of future government grants to be received.

51. DEVOLUTION AND LOCAL GOVERNMENT REORGANISATION

Decision made: (CAB 24/25 47791)

On consideration of the report of the Leader of the Council and having received representations from a member of the public and Councillor Blackman, Cabinet approved the following:

- (i) To submit, with the agreement of Hampshire, Isle of Wight, and Portsmouth a joint expression of interest to be included on the priority programme for devolution.
- (ii) To work with Councils across the region to develop proposals that reflect the geography of Unitary authorities across Hampshire and the Solent.
- (iii) To report further to Cabinet and Council as proposals are developed.

Agenda Item 8

DECISION-MAKER:	CABINET		
SUBJECT:	BUILDING SAFETY – RESIDENT ENGAGEMENT STRATEGY		
DATE OF DECISION:	28 JANUARY 2025		
REPORT OF:	COUNCILLOR FRAMPTON – CABINET MEMBER FOR HOUSING OPERATIONS		
<u>CONTACT DETAILS</u>			
AUTHOR:	Name:	Matthew Luik	Tel: 023 8091 5001
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Director	Name:	JAMIE BRENCHLEY	Tel: 023 8083 3687
	E-mail:	Jamie.Brenchley@southampton.gov.uk	

STATEMENT OF CONFIDENTIALITY	
None.	
BRIEF SUMMARY	
<p>This strategy sets out how the council will engage with residents, shared owners and leaseholders about building safety decisions. Building safety is defined as the measures that are in place to protect tenants from safety risks, such as the spreading of fire, structural failures and gas and electric hazards.</p> <p>Under the Building Safety Act 2022, the principal accountable person (PAP) and accountable person (AP) must prepare, submit and update a resident engagement strategy for high-rise residential buildings. Southampton City Council is considered the principal accountable person, and the accountable person.</p> <p>The proposed strategy expands upon the scope of the Act to include residents, shared owners and leaseholders in all council-owned residential flats and maisonettes.</p>	
RECOMMENDATIONS:	
	(i) To approve the new Building Safety- Resident Engagement Strategy set out at Appendix 1.
	(ii) To delegate authority to the Director for Housing to make any required minor amendments to the strategy.
REASONS FOR REPORT RECOMMENDATIONS	
1.	To meet the statutory requirement of the Building Safety Act 2022 to publish a Resident Engagement Strategy for high-rise residential buildings.
ALTERNATIVE OPTIONS CONSIDERED AND REJECTED	
2.	None, it is a statutory requirement for local authorities to have a Resident Engagement Strategy.
DETAIL (Including consultation carried out)	
3.	An accountable person is an organisation or individual who owns or has a legal obligation to repair any common parts of a building (i.e. structure,

	staircases, corridors). Each high-rise building has an identifiable accountable person, known as the principal accountable person. Southampton City Council is the principal accountable person for council-owned buildings.
4.	The Building Safety Act 2022, includes requirements for a principal accountable person for high-rise buildings to: <ul style="list-style-type: none"> a) prepare a resident engagement strategy; b) distribute the strategy to all residents over the age of 16 and owners of units of the building; c) consult residents and leaseholders of the buildings about the strategy for at least 3 weeks.
5.	This strategy has expanded the scope to include residents, shared owners and leaseholders in all council-owned flats and maisonettes (including high-rise buildings). Southampton City Council owns 16,381 dwellings (2021/22) across 1,934 building blocks. The strategy sets out how the council will engage with residents, shared owners and leaseholders in these buildings about building safety decisions.
6.	The strategy aims to make sure residents, shared owners or leaseholders: <ul style="list-style-type: none"> • are informed about the building safety information we will provide • understand what we may ask them about building safety • know how we will contact them and use their feedback to influence decisions • understand how we will measure and review our engagement methods • feel safe in their own home
7.	<p>Consultation on the draft strategy took place between 19th February 2024 - 17th March 2024 as required by the Building Safety Act 2022. All residents, shared owners and leaseholders of the Council owned high-rise blocks were consulted on. The primary method consultation was via online questionnaire. Paper versions of the questionnaire were also made available, and respondents could also email yourcity.yoursay@southampton.gov.uk with their feedback, as well as respond by post. 43 responses to the consultation were received.</p> <p>The full results of the consultation are detailed in Members Room Document 2 and a 'Your Voice Matters' document (Members Room Document 3) sets out responses to the consultation.</p> <p>As a result of the consultation, we have made improvements to the strategy including clarifying some terminology.</p>
RESOURCE IMPLICATIONS	
<u>Capital/Revenue</u>	
8.	There is a legal requirement to distribute the strategy to all residents, shared owners and leaseholders of the block that is considered as a high-rise building. There will be a small cost attached to distributing the strategy via email, letters and online. This will be met within existing budgets.
<u>Property/Other</u>	
	None.
LEGAL IMPLICATIONS	

Statutory power to undertake proposals in the report:

9. The Building Safety Act 2022 requires principal accountable persons of a high-rise residential building to prepare a resident engagement strategy. Southampton City Council is a principal accountable person for council-owned high-rise buildings. The strategy has expanded the scope to include residents, shared owners and leaseholders in all council-owned residential flats and maisonettes.

Other Legal Implications:

10. The strategy has been undertaken having regard to the requirements of the Equality Act 2010, in particular s149, the Public Sector Equality Duty. A copy of the Equality and Safety Impact Assessment can be found in Members Room Document 1.

Southampton City Council is the principal accountable person and the accountable person for council-owned buildings.

The principal accountable person must:

- prepare a resident engagement strategy;
- act in accordance with the strategy;
- review and revise the strategy and keep a record of the reviews;
- provide the latest version to the accountable person;
- consult residents, owners of residential units, and accountable persons about the strategy and take their opinions into account.

Accountable persons, for the parts of the building that they are responsible for, must:

- provide the latest version of the strategy to residents and owners of residential units;
- tell residents about building safety work;
- tell them about who will carry out the work.

RISK MANAGEMENT IMPLICATIONS

11. There is a legal requirement to prepare this strategy as soon as possible from 1 October 2023. Therefore, there is an increased risk of challenge every day beyond 1 October 2023 when no strategy is in place. The service and team have made it a priority to develop this strategy swiftly to ensure that it can be taken to Cabinet for a decision in December 2024.

POLICY FRAMEWORK IMPLICATIONS

12. The strategy is in accordance with relevant Policy Framework policies and strategies.

KEY DECISION? No

WARDS/COMMUNITIES AFFECTED: All

SUPPORTING DOCUMENTATION

Appendices	
1.	Building Safety – Resident Engagement Strategy
2.	Building Safety – Resident Engagement Strategy (short version)
Documents In Members' Rooms	
1.	Equality and Safety Impact Assessment (ESIA)
2.	Full Consultation Report
3.	Your Voice Matters
Equality Impact Assessment	
Do the implications/subject of the report require an Equality and Safety Impact Assessment (ESIA) to be carried out.	Yes
Data Protection Impact Assessment	
Do the implications/subject of the report require a Data Protection Impact Assessment (DPIA) to be carried out.	No
Other Background Documents	
Other Background documents available for inspection at:	
Title of Background Paper(s)	Relevant Paragraph of the Access to Information Procedure Rules / Schedule 12A allowing document to be Exempt/Confidential (if applicable)
1.	None.

Southampton City Council
Building Safety
Resident Engagement Strategy



Southampton City Council Housing Service Building Safety - Resident Engagement Strategy 2024-2026

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Building Safety - Resident Engagement Strategy			
Version	Building Safety – Resident Engagement Strategy version 1	Approved by	Tbc
Date last amended	11/10/2024	Approval date	Tbc
Lead officer	Jamie Brenchley	Review date	Tbc
Contact	Jamie.Brenchley@southampton.gov.uk	Effective date	Tbc

Introduction

Southampton City Council manages building safety in Council-owned residential buildings. Building safety refers to the measures that are in place to protect tenants in buildings and what we are doing to improve the safety of the building. Building safety measures reduce and mitigate risks, such as the spreading of a fire, structural failures and gas and electric hazards. The building safety measures aim to reduce the seriousness of an incident if one occurs.

As residents, shared owners, and leaseholders in Council-owned buildings, you have a say in building safety decisions. This strategy sets out how we will involve you in building safety decisions.

Aims

The strategy aims to make sure you:

- are informed about the building safety information we will provide
- understand what we may ask you about building safety
- know how we will contact you and use your feedback to influence decisions
- understand how we will measure and review our engagement methods
- feel safe in your own home.

Scope

This strategy is for you if you are a resident, shared owner or leaseholder of our Council-owned residential flat or maisonette.

Under the Building Safety Act 2022, there is a requirement for the Council to prepare a resident engagement strategy for residents and leaseholders in high-rise buildings. The scope of this strategy has been expanded to include all residents, shared owners and leaseholders in all our Council-owned residential flats and maisonettes.

Our commitments

Information we will share

We will make sure to provide key information that you need to know about building safety.

We will continue to:

- Provide a notice on the back of every residential front door in tower blocks. The notice explains what steps to take in the event of a fire
- Provide fire safety information to residents in tower blocks at the start of every tenancy. This includes “Fire Safety” “dos & don’ts” and information on sprinklers. See link for information: <https://www.southampton.gov.uk/housing/information-for-new-council-tenants/>
- Share information on building safety in the Tenants Handbook on the Council’s website: <https://www.southampton.gov.uk/housing/your-tenancy/tenants-handbook/>
- Provide information about vulnerable tenants¹ in high-rise buildings to the fire service to ensure they are supported during a building safety incident. Please inform the Council if you have a vulnerability so we can make sure to provide you with the right support². Publish key information about building safety on our website, social media and Tenants Link. Tenants Link is our e-magazine which provides important information to tenants, shared owners and leaseholders. You can subscribe to Tenants Link and receive a monthly e-news bulletin with all the latest news on housing to your inbox. You can find more information here: [Tenants' Link](#).
- Send letters or emails to inform you about building safety measures, and ways to reduce risks
- Set out a process for reporting a fire risk and/or raising any other safety concerns. More information can be found in the “Raising a concern” section below.
- Update you regularly if a serious issue with a building has been identified. We will inform you about any interim safety measures put in place, remedial works and further investigations that are required
- Provide direct delivery of letters regarding all urgent matters. While making all reasonable efforts to contact affected vulnerable residents either face to face or by telephone. This is with a view to completing impact assessments and putting in place appropriate mitigations
- Hold meetings and focus groups with you to share important information.
- Share information discussed at meetings with each resident. This may be shared via web pages, email, or letters
- Update you if there are any significant changes to the strategy
- Answer any queries you may have during the settling-in visit

More Information can be requested. This includes:

- Full, current, and historical fire risk assessments.

¹ See excerpt from Grenfell Tower report on vulnerable people below in Appendix 2: Definition.

² See paragraph 113.79 and 113.81 of the Grenfell Tower Inquiry report on vulnerable people: [GRENFELL TOWER INQUIRY: Volume 7](#)

- Outcome of building safety inspection checks where available
- How assets in the building are managed, e.g., frequency of lift maintenance
- Details of preventive measures, e.g., smoke alarms
- Fire protection measures in place, e.g., sprinklers
- Information available on the maintenance of fire safety systems
- The fire strategy for the building
- Structural assessments, where available

Request a communication method

We are committed to ensuring equal opportunities and accessibility for all our residents. The Council will consider requests to make information available in different formats. Our Accessibility statement is available [online](#). You can also contact our building safety team via email:

Building safety: buildingsafety@southampton.gov.uk

Consultation

We want to hear your views about how we can keep you safe in your building. We will do so before we make significant building safety decisions. We will contact you using a range of methods as described below in the 'How we will listen and learn' section of this strategy

We will ensure that where your preferred options are possible, we will consider them in decision making. Decisions we will ask for opinions on may include:

- Who may be disrupted by the works?
- When would be the best time to undertake works within your property?
- How could disruption be kept to a minimum?
- Best way to distribute information.
- Further opportunities for building communication methods
- Changes to the engagement strategy
- Specific safety information about your block when changes are needed.

The strategy for any consultation on choices will be determined on a case-by-case basis, utilising the preferred communication methods for each block as well as the complexity of the decision. For example, if work is needed to repair a faulty fire door, asking you about the work may not be necessary. However, we may ask those that are disrupted by the work when would be the best time to do the repair, and how else disruption could be kept to a minimum.

The council will inform but not necessarily consult under the following conditions:

- Where legislation dictates, we must take emergency actions to keep you safe
- Where life safety emergency repairs need to be undertaken such as the fire doors, alarm systems and sprinklers.
- Where the present evacuation strategy needs to change due to the findings of a safety investigation

- Where structural issues have been noted in your property or surrounding areas

How we will listen and learn

We want to make sure we engage with you about building safety decisions in a way that suits you best. During consultations on building safety, we will use a range of methods to ensure we hear the views of affected residents, shared owners and leaseholders.

Some of the ways we can engage with you about building safety is:

- Letters or surveys by post
- Online surveys
- Southampton City Councils consultation website.
- Targeted email
- Social media posts
- Tenant & Leaseholder Meetings or events
- Building Safety Tenants Group
- Other ad hoc focus groups
- Block notice boards.
- Engagement with officers of the Council.
- Building safety newsletter.

As noted above in “Request a communication method” section, you can request communication in different ways which includes but not limited to large print or translation service.

Contact us:

Give us your feedback on building safety engagement by contacting the Tenant Engagement Team directly either by:

Email: tenant.engagement@southampton.gov.uk;
Phone: 023 8083 3185

Raising a concern

- For a concern about building safety issues, such as obstructions in communal areas you can contact the Local Housing Office via this website: [Housing - Contact your local housing office | Southampton City Council](#). This will bring you to a form where you can raise your specific concerns.
- You can report a safety concern about one of our high rise buildings, using [our online form](#). This form is for our high-rise residential properties which are 18 metres or seven floors. For concerns with a flat entrance door or a fire door in a communal area, you can report this to the Council's Repair department here: [Report a repair \(southampton.gov.uk\)](#)
- For general fire safety queries, you can email the fire safety team at: [Fire safety \(southampton.gov.uk\)](#)
- If you are not satisfied with how a concern or an issue has been dealt with, you can escalate the issue by [submitting a complaint](#).

How we will measure participation

We will regularly monitor and review how we engage with you about building safety decisions. We may ask you about our engagement methods during engagement sessions, events or in a survey. If there is a lack of satisfaction and participation, we will re-evaluate our engagement methods.

Some of the ways we will measure our engagement methods is by recording and monitoring:

- the number of consultation responses to the resident engagement strategy;
- whether you feel safe in your building;
- whether you feel that you can easily share your views on how to improve the safety in your building;
- the effectiveness of our engagement methods by asking you questions in a survey;
- the number of social media posts we make and the number of views on our social media posts regarding the building safety;
- the number of issues raised by residents regarding the safety of their building.
- The number of people reading Tenant Link articles on Building Safety.

We will review this data to understand our successes and what we need to improve to engage effectively with you. We will report the progress of our engagement to the Resident's Building Safety Group at least every two years.

Governance

We will implement, monitor and update this strategy. We will:

- consult on the strategy the first time it is issued and when there is any significant change to it;
- consult all residents over the age of 16, anyone who owns a residential unit and accountable persons for the building;
- hold a public consultation to hear from residents, for a period of at least 3 weeks;
- carefully consider any feedback and, if necessary, update our strategy;
- Make the latest version of the strategy available to each accountable person, resident, and owner of residential unit;
- review the strategy:
 - at least every two years or otherwise informed by legislation;
 - after every consultation on the strategy;
 - after a mandatory occurrence report;
 - after the completion of significant material alterations to the building.
- After the consultation, all feedback must be considered. The strategy does not need to be reconsidered if major changes occur because of the consultation.

Amending this strategy: consultation process

When we amend or renew this resident engagement strategy, we will consult with you.

During this process, we will:

- produce a consultation questionnaire (online and paper version). This may be shared with you on our website, social media or in focus groups;
- provide you with adequate time (at least 3 weeks) to share your feedback;
- review and carefully consider your feedback;
- make any necessary amendments based on the responses;
- share the changes we have made based on the feedback. This may be in a “Your Voice Matters”
- ensure that any personal data we gather is handled in accordance with the data protection principles, such as the Data Protection Act 2018, and meets our contractual, statutory, and administrative obligations;
- include a standard privacy statement for Council consultations in the questionnaire, explaining how we will use the information we collect about respondents.

Data Protection

The General Data Protection Regulation (GDPR) is a European regulation which came into force on 25 May 2018, and replaces the Data Protection Act 1998 with the Data Protection Act 2018 (DPA).

We are committed to using your personal data fairly and keeping it safe. This will not change under the new regulations. Information about its information governance can be found on our website. [The Data Protection Act 2018 \(southampton.gov.uk\)](https://www.southampton.gov.uk)

Appendices

Appendix 1- Legislative context and other documents

Building Safety Act 2022

An accountable person is an organisation or individual who owns or has a legal obligation to repair any common parts of the building (i.e. structure, staircases, corridors). Each high-rise building has an identifiable accountable person, known as the principal accountable person. Southampton City Council is the principal accountable person for Council-owned high-rise buildings. According to the Building Safety Act 2022, the Council must:

- prepare a resident engagement strategy;
- act by the strategy;
- review and revise the strategy and keep a record of the reviews;
- provide the latest version to each accountable person;
- when necessary, consult residents, owners of residential units, and accountable persons about the strategy and take their opinions into account.
- distribute the strategy to all residents over the age of 16 and owners of units in the parts of the building that they are responsible for;
- provide copies of the strategy in a way that considers the needs of the residents. For example, some may prefer a paper copy and others may prefer email.
- take all reasonable steps to know who lives in their part of the building and understand their needs. This can include accessibility needs and communication needs, such as language spoken.

Mandatory Occurrence Reporting – residents in high-rise buildings

As a result of the Building Safety Act 2022, Southampton City Council must report certain fire and structural safety issues to the Building Safety Regulator. This is called mandatory occurrence reporting. The things we report includes but not conclusive to, flammable cladding on the outside of the building or failure of the building's structure such as parts of the building collapsing or issues that may increase the risk of fire spreading.

Mandatory occurrence reporting only relates to high-risk buildings. This is included in our strategy because we want our residents and leaseholders help us in keeping you and our building safe. So, if you feel that there are fire and/or structural building issues relating to the block you live in, please complete our online form on: We will investigate it and where appropriate we will report this to the Building Safety Regulator.

See link: <https://www.southampton.gov.uk/housing/your-tenancy/housing-complaints/safety-concerns-about-a-council-high-rise-building/>

Other documents

The strategy links to other Southampton City Council's items, including:

- [Tenant & Leaseholder Involvement - Code of Conduct \(southampton.gov.uk\)](https://www.southampton.gov.uk/housing/your-tenancy/housing-complaints/safety-concerns-about-a-council-high-rise-building/)

Appendix 2- Definitions

<p>Accountable person</p>	<p>An accountable person is an organisation or individual who owns or has a legal obligation to repair any common parts of the building.</p> <p>The principal person is Southampton City Council.</p>
<p>Principal accountable person</p>	<p>Each building must have one clearly identifiable accountable person, known as the principal accountable person. The principal accountable person is usually an organisation, like a commonhold association, local authority or social housing provider. The principal accountable person owns or is legally responsible for the repair of the exterior and structure of the building.</p> <p>The principal accountable person is Southampton City Council.</p>
<p>Building safety decision</p>	<p>Any decision made by an accountable person about the management of the building, the management of building safety risks or any other decision connected to the duties of an accountable person.</p>
<p>‘Stay put unless’ strategy</p>	<p>The ‘Stay Put’ policy remains the best one in case of a fire in your building– if the fire is in your own, or an immediate neighbour’s flat, get out, shut your front door and phone the fire service. If the fire is in another flat then stay put, close your windows and doors; if you need to leave the building, then the emergency services will tell you what you have to do.</p>
<p>Full Evacuation strategy</p>	<p>An evacuation strategy requires residents to leave their flats immediately in the event of a fire and go to an assembly point.</p>
<p>Mandatory occurrence report</p>	<p>An accountable person or principal accountable person must submit a mandatory occurrence notice as soon as you can when a safety occurrence is identified. They must then submit a report identifying the safety occurrence.</p>
<p>High-risk building</p>	<p>A higher-risk building has at least:</p> <ul style="list-style-type: none"> • 7 storeys or at least 18 metres high • 2 residential units or is a hospital or a care home

Vulnerable people	<p>There is no one single definition for vulnerable or vulnerability. However, the definition provided is based on the findings in the Grenfell Tower Inquiry report and the excerpt for which we have taken:</p> <p>'Residents whose ability to evacuate the building without assistance may be compromised (such as persons with reduced mobility or impaired cognition)'.</p>
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[END]

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Building Safety – Resident Engagement Strategy 2024-2026

Southampton City Council manages the safety of Council-owned residential flats or maisonettes. This includes protecting tenants against the spreading of fire, gas, and electrical hazards.

This strategy is for residents, shared owners or leaseholders of Council-owned residential flats or maisonettes. We want to hear from you about the safety of your building. This strategy sets out how we will involve you in building safety decisions.

Our Commitments

The strategy sets out the following 4 main commitments.

1. Information we will share

In the full version of the strategy, we explain how we will share information with you about building safety.

You can request certain information about the safety of your building. This includes information about fire protection measures in place.

We are committed to ensuring equal opportunities and accessibility for all our residents. You can visit our website to if you need any information in an alternative format, such as large print and translation service or contact our building safety team via email:

Building safety: buildingsafety@southampton.gov.uk or

Visit our accessibility page: <https://www.southampton.gov.uk/contact-us/accessibility/>

2. Information we may seek

We want to hear your views about how we can keep you safe in your building. To help us make building safety decisions, we may ask you some questions. For example, we may ask:

- “Do you feel safe in your building?” or
- “Do you know how to report issues and raise building safety concerns?”

3. Consultation

We want to hear your views about how we can keep you safe in your building. We will do so before we make significant building safety decisions. We will contact you using a range of methods as described below in ‘How we will listen and learn’ section of this strategy.

The full strategy outlines the situations under which the council will inform but not necessarily consult. These include when we must take emergency actions to keep you safe

4. How we will listen and learn

We want to make sure we engage with you about building safety decisions in a way that suits you best. This may be with letters, surveys, social media posts or focus groups. During consultation, we will identify how you would like us to engage with you.

5. How we will measure participation

We will track and review how we engage with you about building safety decisions. If there is a lack of satisfaction and participation, we will improve the way we engage.

Raising a concern

- For a concern about building safety issues, such as obstructions in communal areas, you can contact the Local Housing Office via this website: [Housing - Contact your local housing office | Southampton City Council](#). This will bring you to a form where you can raise your specific concerns.
- For concerns with a flat entrance door or a fire door in a communal area, you can report this to the Council's Repair department here: [Report a repair \(southampton.gov.uk\)](#).
- For general fire safety queries, you can email the fire safety team at: : [Fire safety \(southampton.gov.uk\)](#)
- To raise a complaint, you can follow the instructions on this website: [How to make a complaint \(southampton.gov.uk\)](#). If you are not satisfied with how a concern or an issue has been dealt with, you can escalate the issue by submitting a complaint.

Contact us:

To give us your feedback on building safety engagement, contact our Tenant Engagement Team directly by:

- Email: tenant.engagement@southampton.gov.uk;
- Phone: 023 8083 3185.

DECISION-MAKER:	CABINET COUNCIL
SUBJECT:	INVESTMENT OF RIGHT TO BUY MONIES
DATE OF DECISION:	CABINET - 28 JANUARY 2025 COUNCIL – 25 FEBRUARY 2025
REPORT OF:	COUNCILLOR FRAMPTON CABINET MEMBER FOR HOUSING

<u>CONTACT DETAILS</u>			
Executive Director	Title	Executive Director of Resident Services	
	Name:	Debbie Ward	Tel: 023 80833351
	E-mail	debbie.ward@southampton.gov.uk	
Author:	Title	Development and Regeneration Consultant	
	Name:	Fiona Astin	Tel: 07775 834347
	E-mail	fiona.astin@southampton.gov.uk	

STATEMENT OF CONFIDENTIALITY
NOT APPLICABLE

BRIEF SUMMARY

This report sets out the current flexibilities that have been introduced for Right to Buy (RTB) receipt rules for expenditure, and the Council’s proposals and guiding principles for an extension to the pilot programme approved by Cabinet in October 2024 to use those flexibilities to invest in additional properties during the 2025/26 financial year.

RECOMMENDATIONS FOR CABINET:		
	(i)	To agree to the principle of the investment of Right to Buy monies as set out in this report and makes a recommendation to Council that it approves the expenditure of up to £13.085m of the Right to Buy receipts collected between 2019/20 and 2023/24 on an extension to the pilot programme of property investment under the temporary flexibilities granted by Government during the 2024/25 and 2025/26 financial years.
	(ii)	To make a recommendation to Council that it grants delegated powers to the Director of Housing after consultation with and the Executive Director of Enabling Services, Executive Director of Growth and Prosperity, the Director of Legal and Governance and the Cabinet Member for Housing, to agree and approve the detail of the additional property investment in line with the details set out in this paper.

RECOMMENDATIONS FOR COUNCIL:		
	(i)	To approve the expenditure of up to £13.085m of the Right to Buy receipts collected between 2019/20 and 2023/24 on an extension to the pilot programme of property investment under the

		temporary flexibilities granted by Government during the 2024/25 and 2025/26 financial years.
	(ii)	To grant delegated powers to the Director of Housing after consultation with and the Executive Director of Enabling Services, Executive Director of Growth and Prosperity, the Director of Legal and Governance and the Cabinet Member for Housing, to agree and approve the detail of the additional property investment in line with the details set out in this paper.
REASONS FOR REPORT RECOMMENDATIONS		
1.		On 29 October 2024, Cabinet approved the expenditure of up to £5m of Right to Buy Receipts on a pilot programme of property acquisitions. This paper follows on from that approval, going to Cabinet first and then on to Council, seeking approval to spend up to a remaining sum of £13.085m of the Right to Buy monies accumulated between 2019/20 and 2023/24 (£13.085m being £18.086m the total sum accumulated up to 2023/24, minus the £5m approved by Cabinet on 29 October 2024).
2.		To utilise the Council's pooled Right to Buy Receipts, taking advantage of the temporary flexibilities granted by Government, to invest in additional properties to help alleviate housing need in Southampton.
3.		To allow sufficient delegated authority to enable property investments to be secured efficiently and mitigate the risk of delays beyond the spend deadline which would trigger payment of Right to Buy monies with interest to government.
4.		These property investments have the potential to deliver estimated savings of £1.45m per annum, based on the investment in up to a further 53 properties saving £27,375 per annum each.
5.		This proposal would help to reduce the annual expenditure on emergency accommodation, increase the Council's affordable housing stock, improve the quality of service provided and move towards delivering services within the confines of the cash limited budget. This would be achieved by for every property purchased using RTB receipts then a unit of our existing Council stock will be used for temporary accommodation.
ALTERNATIVE OPTIONS CONSIDERED AND REJECTED		
6.		The Council could decide not to spend its pooled Right to Buy Receipts. Any Right to Buy Receipts not utilised need to be paid to Ministry of Housing, Communities and Local Government (MHCLG) with interest within the annual deadlines set out. Given that the Council has an extensive housing waiting list and unprecedented demand for emergency homeless families' accommodation, this would be a missed opportunity to meet a small proportion of that need.
DETAIL (Including consultation carried out)		
7.		Since 2019-2020, the number of homeless households approaching the council as homeless has surged by 64%, with a further 14% rise in the past 12 months. This escalation, compounded by economic disruptions, has resulted in a 61% increase in households requiring emergency accommodation. The current demand for housing in the city far exceeds the available supply. This heightened demand, shows no sign of slowing, is significantly impacting the council's ability to prevent homelessness, and, where it cannot be prevented,

	making it a rare, brief, and non-recurrent experience. This has led to the current operating model at the Council becoming financially unsustainable.															
8.	<p><u>Housing Need in Southampton</u></p> <p>The housing register in Southampton as at 10 September 2024 stands at 8,186, made up as follows:</p> <p>1 bed – 4,617 (this includes approx. 1,500 eligible for age designated accommodation) 2 bed – 1,675 3 bed – 1,587 4+ bed – 307</p> <p>The increasing demand placed requires the Council to modify the existing delivery model, which includes maximising financial resources and strategic investments to expand the availability of emergency accommodation to address the growing demand effectively. This is one of 3 work programmes set out in the homelessness prevention transformation programme.</p> <p>The average waiting times for people on the Housing Register by property sizes are as follows (correct as at June 2024):-</p> <table border="1"> <thead> <tr> <th>Property size</th> <th>Waiting time (with no priority)</th> <th>Waiting time (with priority)</th> </tr> </thead> <tbody> <tr> <td>1 bed</td> <td>4.3 years</td> <td>2.8 years</td> </tr> <tr> <td>2 bed</td> <td>4.9 years</td> <td>2.4 years</td> </tr> <tr> <td>3 bed</td> <td>11.5 years</td> <td>9 years</td> </tr> <tr> <td>4 bed +</td> <td>12.6 years</td> <td>10.1 years</td> </tr> </tbody> </table>	Property size	Waiting time (with no priority)	Waiting time (with priority)	1 bed	4.3 years	2.8 years	2 bed	4.9 years	2.4 years	3 bed	11.5 years	9 years	4 bed +	12.6 years	10.1 years
Property size	Waiting time (with no priority)	Waiting time (with priority)														
1 bed	4.3 years	2.8 years														
2 bed	4.9 years	2.4 years														
3 bed	11.5 years	9 years														
4 bed +	12.6 years	10.1 years														
9.	The vast majority of Council tenants have the Right to Buy their property within a set of rules and a set discount formula. The money the Council receives from Right to Buy sales is held by the Council (pooled Right to Buy receipts), which has the opportunity to spend it on re-providing affordable homes. If they do not do so within set time limits, they are required to pay the money to MHCLG with interest.															
10.	There are also a set of rules and an agreement between Councils and MHCLG which govern how the money is spent. Flexibilities have recently been introduced to these rules which are covered later in this paper. In October 2024, Cabinet approved a £5m budget as a pilot project using Right to Buy monies accumulated in 2019/20. This paper proposes that the Council use the current Right to Buy Monies flexibilities to invest the remainder of its accumulated Right to Buy monies in further additional affordable housing provision. This would help to reduce the annual expenditure on emergency accommodation, increase the Council's affordable housing stock, improve the quality of service provided and move towards delivering services within the confines of the cash limited budget.															

11.	<p>Bed and Breakfast (B&B) accommodation is used by the Council out of necessity when it has no other accommodation available to accommodate families to whom it owes a legal duty to house. B&B is acknowledged to be an unsuitable form of temporary accommodation for families. Legally B&B is only allowed to be used for homeless families in an emergency, and even then, for no longer than 6 weeks. Apart from being very expensive in itself, with an average cost of £27,375 per annum per property, there is an ongoing risk of the Council being required by the Housing Ombudsman to compensate families in B&B over 6 weeks financially, which would further add to costs.</p>						
12.	<p>Homelessness has a profound human cost, particularly for families living temporarily in B&B accommodation. These environments often lack the space, privacy, and stability needed for children to thrive. The uncertainty and disruption can lead to emotional distress, affecting their mental health, education and development. Frequent moves and cramped conditions can leave children feeling isolated, struggling to form friendships, and falling behind in school. This instability can also strain family relationships, exacerbating the stress already felt by parents trying to navigate an uncertain future.</p>						
13.	<p>As at October 2024, the council currently had:-</p> <table border="1" data-bbox="293 945 1131 1111"> <thead> <tr> <th data-bbox="293 945 678 1003">Number of Households</th> <th data-bbox="678 945 1131 1003">Type of Accommodation</th> </tr> </thead> <tbody> <tr> <td data-bbox="293 1003 678 1055">172</td> <td data-bbox="678 1003 1131 1055">Temporary Accommodation</td> </tr> <tr> <td data-bbox="293 1055 678 1111">150</td> <td data-bbox="678 1055 1131 1111">Emergency Accommodation</td> </tr> </tbody> </table> <p>Those 150 households in emergency accommodation are waiting for a move into temporary accommodation.</p>	Number of Households	Type of Accommodation	172	Temporary Accommodation	150	Emergency Accommodation
Number of Households	Type of Accommodation						
172	Temporary Accommodation						
150	Emergency Accommodation						
14.	<p>If approved, the proposals in this paper would help to alleviate housing need from the Housing Register, and provide better quality emergency facilities for homeless families, assist the Council in meeting its legal duties, and reduce the costs of using B&Bs and nightly paid accommodation. It is important to note that Right to Buy monies cannot be used to purchase temporary accommodation, but by using the monies to purchase additional permanent affordable accommodation, this can be used to create vacancies elsewhere in the Council's housing stock which can then be allocated to homeless households.</p>						
15.	<p><u>Temporary Flexibilities for the Spend of Right to Buy Receipts</u></p> <p>The Council received a letter from MHCLG dated 30/07/24 (a copy of that letter can be found at Appendix 1 to this report) confirming that they were immediately introducing temporary flexibilities to how Right to Buy receipts can be spent which would apply to the financial years 2024/25 and 2025/26:-</p> <ul style="list-style-type: none"> • Local authorities can now use up to 100% of their retained receipts to fund replacement affordable housing, a significant increase from the previous 50%. • The Government has confirmed that Right to Buy receipts may be used alongside S.106 contributions. • The cap on the percentage of replacements delivered as acquisitions each year (which has been capped at various percentages over the years, but most recently at 50%) has been lifted and it is for the authority to 						

	decide the percentage of retained Right to Buy receipts they will use to fund purchases rather than new build.																																
	MHCLG issued updated guidance entitled “Retained Right to Buy receipts and their use for replacement supply” on the same date. They undertook to update the retention agreements made with local authorities under Section 11(6) of the Local Government Act 2003 over the summer to reflect these changes and an updated agreement would be issued to local authorities. The Council has not received this as yet.																																
16.	<p>Retained receipts can be used to supply:</p> <ul style="list-style-type: none"> • Homes for social or affordable rent • Homes for shared ownership sale • Homes for sale as First Homes <p>There is no requirement for replacement homes to be of the same type, size, location, or tenure as the homes they replace.</p>																																
17.	<p>Southampton City Council currently holds the following Right to Buy receipts. If these are not spent by the specified year, they are payable to MHCLG along with interest calculated using a set formula.</p> <table border="1"> <thead> <tr> <th>Year of receipt</th> <th>Year repayable</th> <th>Amount to repay</th> <th>Interest cost estimate</th> </tr> <tr> <td></td> <td></td> <th>£M</th> <th>£M</th> </tr> </thead> <tbody> <tr> <td>2019/20</td> <td>2024/25</td> <td>5.515*</td> <td>2.106</td> </tr> <tr> <td>2020/21</td> <td>2025/26</td> <td>1.515</td> <td>0.672</td> </tr> <tr> <td>2021/22</td> <td>2026/27</td> <td>3.310</td> <td>1.655</td> </tr> <tr> <td>2022/23</td> <td>2027/28</td> <td>5.406</td> <td>2.856</td> </tr> <tr> <td>2023/24</td> <td>2028/29</td> <td>2.342</td> <td>1.221</td> </tr> <tr> <td>Total</td> <td></td> <td>18.086</td> <td>8.511</td> </tr> </tbody> </table> <p>*Cabinet approved £5m of this sum to be spent on a pilot project in October 2024</p>	Year of receipt	Year repayable	Amount to repay	Interest cost estimate			£M	£M	2019/20	2024/25	5.515*	2.106	2020/21	2025/26	1.515	0.672	2021/22	2026/27	3.310	1.655	2022/23	2027/28	5.406	2.856	2023/24	2028/29	2.342	1.221	Total		18.086	8.511
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Total		18.086	8.511																														
18.	The Council can spend the above monies during the financial years 2024/25 and 2025/26 using the current flexibilities. The Government has signalled that there will be further reforms to Right to Buy in due course, although they do not intend to abolish it completely (see Appendix 1).																																
What Right to Buy Receipts Can be Spent On																																	
19.	<p>Please see Appendix 2 to this paper, which sets out exactly what the Right to Buy monies can be spent on, taken directly from the relevant guidance. This is split out under the heads of Acquisition, Works and On Costs.</p> <p>N.B. With the temporary flexibilities introduced, this means that the Council can recover 100% of the above costs associated with acquiring or delivering new properties.</p>																																

20.	The Council's current Retention Agreement states that monies can only be regarded as spent if the works or services for which the money has been (or is about to be) paid have actually been carried out. Otherwise, the money cannot be included in the total. However, MHCLG have clarified that entering into a contractual commitment to deliver homes under a Design & Build contract is sufficient commitment for them to deem the money as spent.
<u>Investment Strategy</u>	
19.	It is proposed that the Council maximise the number of properties it can generate in the timescale and given the budget available from the Right to Buy funds it holds.
20.	The pilot programme of purchases is still underway. However, the current purchase list produces an average property price of approximately £236k, plus approximate on costs of 4%. The Council could therefore purchase up to a further 53 properties with £13.085m.
21.	As well as purchasing additional properties from the open market, Right to Buy monies can also be used to fund the self-delivery of new homes through development. This means that the Council could invest some of the Right to Buy monies in, for example, Plot 10 Townhill Park. If the Council were to enter into a build contract for Plot 10 before 31/03/26, it could apply 100% of the costs of all net additional units from Right to Buy monies.
22.	Right to Buy monies can also be allocated as grant to Registered Provider partners. The same percentage and timeline applies as per the Plot 10 Townhill Park example above. It should be noted that Registered Providers may not always be interested in accepting Right to Buy monies as grant, depending on their own grant programme status and delivery priorities.
23.	The number of properties that can be invested in is also dependent on the number of suitable available opportunities that can be delivered within the time limit.
24.	If the full amount sought under this paper is not spent by 31/03/25, the 100% funding ability falls away and is expected to reduce back down to a smaller percentage.
25.	This paper recommends granted delegated powers in order to allow the most effective allocation of investment of the Right to Buy monies. This may be a straightforward purchase of additional properties, funding of direct delivery of new homes, offering grant to Registered Provider partners, or a combination of these opportunities.
<u>Investment in Property Purchases</u>	
26.	<p>The pilot project has confirmed that in order to have the best chance of securing properties within the time available, the approach ideally involves the purchase of batches of newly built properties. If these new properties are flats, they need to be an entire block to avoid the complications of leaseholds where the Council is not in control of the whole building. At the time of writing this report, the Pilot Project is anticipated to yield the following mix of properties:</p> <p>17 x entire block of new build flats (4 x 1bf and 13 x 2bf) 3 x second-hand houses (1 x 3bh and 2 x 2bh) 3 x second-hand bungalows (3 x 2bh)</p>

	The resource and timescale involved in the purchase of a number of individual properties is significant, but should be achievable given there would be a full financial year available.
27.	The approach to any purchases will need to respond to what is available on the market.
28.	<p>Whilst the strong preference would be for newly built properties as set out above, the following other types of properties could also be considered:</p> <ul style="list-style-type: none"> • Ex-local authority flats in blocks where the Council owns the freehold • Ex-local authority houses • Modern second-hand houses preferably built since 1990 (or 1970 at the earliest) • Modern second-hand flats preferably built since 1990 (or 1970 at the earliest, provided that the Council can acquire the entire block if it does not already own the freehold • Properties that have been identified by the Council as Empty Homes
29.	Ideally, all properties should be acquired within 4 miles of Southampton City Council Civic Centre as the crow flies. However, should suitable property availability prove difficult, this range could be extended to enable suitable purchases, at the discretion of the Director of Housing. This is because the Council is permitted to buy properties outside of its boundaries, but it is prudent to limit how far beyond those boundaries properties are purchased for efficiency of management and maintenance.
30.	All eligible expenditure to be on homes must be “for the benefit of the authority’s area”. This does not mean that the homes must be physically in the authority’s area or owned by the authority, but if they are not in its area, then the Authority must either own the properties or have nomination rights over them.
31.	All properties to be acquired should be within 85% of Nationally Described Space Standards (NDSS) where possible. These are guidance for floor area sizes for new dwellings built in England.
32.	Properties would be assessed for their location in relation to access to schools (primary and secondary), supermarkets, public transport, doctors’ surgeries and playground / amenity space.
33.	<p><u>Properties to be avoided:</u></p> <ul style="list-style-type: none"> • Properties that cannot be exchanged and completed before the relevant end of March purchase deadline date. • Properties that are in a ‘chain’ of transactions (to avoid risk of unacceptable completion delays) • Properties with tenants in occupation (to avoid risk of unacceptable completion with vacant possession delays) • Flats in blocks where the Council does not already own the freehold (unless the Council can acquire the entire block) • Properties which cannot be brought up to Decent Homes standards within a maintenance spend of £25k (to maximise the number of properties that can be acquired)

	<ul style="list-style-type: none"> Properties with an EPC rating of lower than C, or that cannot be brought up a minimum C rating without the need for extensive or prohibitively expensive works. 																									
34.	The aim will be to invest in a mix of one, two, three and four bedroomed properties, as deemed appropriate by the delegated authority holders. In any event, the scale of housing need is such that all property sizes are in demand.																									
35.	<p><u>Project Programme</u></p> <p>If approved, the aim would be to allow a programme of property investments to commence as soon as possible after the Council meeting on 25/02/25 (allowing for call-in of decision).</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="5" style="text-align: center;">OUTLINE TIMETABLE FOR PROPOSALS TO INVEST RIGHT TO BUY RECEIPTS</th> </tr> <tr> <th style="width: 5%;"></th> <th style="width: 15%;">Date Start</th> <th style="width: 15%;">Date Finish</th> <th style="width: 35%;">Task</th> <th style="width: 30%;">Detail</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>As soon as possible after the Council's decision on this paper (allowing for any call-in of decision)</td> <td style="text-align: center;">31/03/25</td> <td>Completion of spend of existing £5m pilot purchase programme, plus an additional £515k (being the remainder of Right to Buy monies collected in 2019/20)</td> <td>Completion of pilot purchase programme</td> </tr> <tr> <td style="text-align: center;">2</td> <td>As soon as possible after the Council's decision on this paper (allowing for any call-in of decision)</td> <td style="text-align: center;">02/05/26</td> <td>Preparation of outline investment plan</td> <td>Delegated authority holders to agree an outline investment plan for up to £13.085m of remaining Right to Buy monies</td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">05/05/25</td> <td style="text-align: center;">31/03/26</td> <td>Securing suitable investment opportunities</td> <td>Spending the outstanding approved budget on suitable investment opportunities in order to best meet the Council's priorities</td> </tr> </tbody> </table>	OUTLINE TIMETABLE FOR PROPOSALS TO INVEST RIGHT TO BUY RECEIPTS						Date Start	Date Finish	Task	Detail	1	As soon as possible after the Council's decision on this paper (allowing for any call-in of decision)	31/03/25	Completion of spend of existing £5m pilot purchase programme, plus an additional £515k (being the remainder of Right to Buy monies collected in 2019/20)	Completion of pilot purchase programme	2	As soon as possible after the Council's decision on this paper (allowing for any call-in of decision)	02/05/26	Preparation of outline investment plan	Delegated authority holders to agree an outline investment plan for up to £13.085m of remaining Right to Buy monies	3	05/05/25	31/03/26	Securing suitable investment opportunities	Spending the outstanding approved budget on suitable investment opportunities in order to best meet the Council's priorities
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RESOURCE IMPLICATIONS

Capital/Revenue

- | | |
|-----|--|
| 36. | The capital costs of investing in properties, the associated on costs of any property purchases, and the cost of any repairs required to bring purchased properties up to a lettable standard are all eligible to be paid for from the Council's pooled Right to Buy monies. The Council's criteria of 'Purposeful Investment' will be applied when reviewing the proposed acquisitions. This is to ensure each purchase is focused on delivering the optimum value for money for the council. Each purchase will be supported by a Red Book Valuation, confirming that the price being paid for the acquisition represents value for money. |
| 37. | Given that the capital costs are all covered by the Council's pooled Right to Buy monies, there will be no on-going financing costs associated with any property acquisitions. The Council can let any acquired properties out at either Social Rents or Affordable Rents. The rental income generated will cover the additional management and maintenance costs, creating a net operational benefit. The relevant budget and financial impact of the acquisitions will be incorporated into the next iteration of the HRA business plan for 2025/26 onwards. |
| 38. | It is estimated that every property purchase that ultimately goes on to release property that could be used as temporary accommodation for homeless families would generate an ongoing saving of £27,375 per year to the General Fund, which links to the Homelessness Transformation programme. |
| 39. | Should any of the monies be used to invest in the Council directly delivering new homes, any such scheme would require a separate approval which would include a detailed financial appraisal to be presented as part of the approval process. |
| 40. | Should any of the monies be allocated as grant to a Registered Provider partner, this would be on the basis of securing new affordable homes to which the Council would require nomination rights to house people from its Housing Register. |

Property/Other

- | | |
|-----|---|
| 41. | Given the necessity to meet tight deadlines on this project, the availability of internal resources has been considered. The conclusion is that it will be necessary to access external resources for several areas of the process as outlined below. The cost of these resources can be covered from the pooled RTB receipts. |
| 42. | Legal Services have confirmed that it may be necessary to continue to seek external support for the purchase transactions. A framework agreement is available and prices will be sought by Legal Services. Further, the Council's Service Manager for Procurement has confirmed that there are alternative framework agreements that can be accessed quickly for such services should that be necessary. |
| 43. | Red Book Valuations – the Council has recently undertaken a procurement exercise to obtain this service, and it has been confirmed that the framework wording is suitable to cover this project. The successful provider has confirmed that they have the capacity to handle to deliver the pilot project in a timely fashion without detriment to the main purpose of the framework, which is to deal with land and property disposals. Should this paper be approved, further checks will |

	be made to ensure this remains the case. If not, an alternative provider will need to be procured.
44.	Property Inspections – these could also be provided via the same framework as the Red Book Valuations set out above. The provider has confirmed that the pilot programme can be delivered without detriment to the land and property disposals programme, and should this paper be approved, further checks will be made to ensure this remains the case. If not, an alternative provider will need to be procured.
45.	The project is one of four projects that make up part of the Homelessness Prevention Transformation Programme. This project is being delivered by a consultant reporting to the Estates and Regeneration Service Manager.
46.	If they are not already, any properties purchased will need to be brought up to a lettable standard after purchase and before first lets. The Asset Management team will be involved in deciding what works are necessary, and meeting Decent Homes standards will be a priority in preparing any work specification.
47.	Any properties purchased or delivered will be held within the Housing Revenue Account.
LEGAL IMPLICATIONS	
<u>Statutory power to undertake proposals in the report:</u>	
48.	The Council's power to acquire property for housing purposes is pursuant to Section 17 Housing Act 1985. The Council also has the right of first refusal to purchase a RTB property for the first 10 years after the sale pursuant to Section 156A HA 1985.
49.	RTB receipts must be applied in accordance with relevant legislation and guidance and particularly the Local Authorities (Capital Finance and Accounting) (England) Regulations 2003 (as amended) and the terms of any retention agreement reached under section 11(6) of the Local Government Act 2003 modifying the applicability of the regulations.
50.	Under Section 11(6) of the Local Government Act 2003, local authorities are required to spend retained Right to Buy receipts within three years, and for the receipts to fund no more than 30%* of the cost of a replacement unit. Where a local authority is unable to spend receipts within three years they have to be returned to the MHCLG, together with interest (currently 4% above base rate). However, the Government has immediately introduced temporary flexibilities for how Right to Buy receipts can be spent which would apply to the financial years 2024/25 and 2025/26. *This percentage has changed from time to time, and according to the letter from MHCLG at Appendix 1, had most recently been set at 50%.
51.	The council has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness-the best value duty.
52.	Under Section 3 of the Local Government Act 1972 the Council has the power to do anything incidental to the exercising of any of its functions.

53.	The general power of competence under section 1 of the Localism Act 2011 gives local authorities a broad range of powers "to do anything that individuals generally may do" subject to limits within other legislation.
<u>Other Legal Implications:</u>	
	N/A
RISK MANAGEMENT IMPLICATIONS	
54.	The main risk is that the Council will not be able to invest all the monies by 31/03/26, which would trigger the need to pay any unspent monies to MHCLG with interest. However, this only applies to those Right to Buy monies collected in 2019/20 and 2020/21. Monies collected after those years have later deadlines for spend.
55.	Risk Items: <ul style="list-style-type: none"> • Lack of suitable investment opportunities available • Investment opportunities committed to fail to deliver within the necessary timescale
POLICY FRAMEWORK IMPLICATIONS	
56.	Southampton City Council Corporate Plan (2022-2030 updated 2024) sets out a commitment to deliver safe and stable home environments recognising a safe place to call home should be a fundamental right for everyone. The acquisition programme will support this objective by providing residents of Southampton who have no place to call home a safe, good quality interim offer of accommodation which will provide the foundation from which they can begin to rebuild their lives.
57.	The Council's Homelessness and Rough Sleeping Strategy (2024-2029) sets out a vision- "A city where everyone has a safe place to call home" Where homelessness cannot be prevented it is imperative that the council can intervene with a suitable good quality and affordable accommodation option.

KEY DECISION?	Yes
WARDS/COMMUNITIES AFFECTED:	ALL
<u>SUPPORTING DOCUMENTATION</u>	
Appendices	
1.	Letter from MHCLG regarding 30 July 2024 regarding "Right to Buy receipts: increased flexibilities"
2.	What Right to Buy receipts can be spent on (extract from relevant guidance)
Documents In Members' Rooms	
1.	Equality and Safety Impact Assessment (ESIA)
2.	Cabinet paper dated 29.10.24 entitled "Council Right To Buy Receipt Proposals And Approval To Spend"
Equality Impact Assessment	
Do the implications/subject of the report require an Equality and	No

Safety Impact Assessment (ESIA) to be carried out.		
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.		



Ministry of Housing,
Communities &
Local Government

Emma Payne
Director of Social Housing

**Ministry of Housing, Communities & Local
Government**

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To Section 151 Officers of Stock-Holding
Housing Authorities

Tel: 0303 4443725
Email: Emma.Payne@communities.gov.uk

Copies to operational contacts at the local
authorities

30 July 2024

Right to Buy receipts: increased flexibilities

Dear colleague

I am writing to provide further details on the increased flexibilities on the use of Right to Buy receipts which were announced today by the Deputy Prime Minister, as part of [the announcement in Parliament on housing and planning](#).

As the Deputy Prime Minister set out, the Government has started to review the increased Right to Buy discounts introduced in 2012 and will bring forward secondary legislation to implement changes in the autumn. There will also be a wider review of the Right to Buy, including looking at eligibility criteria and protections for new homes, on which the Government will bring forward a consultation, also in the autumn.

The Government has from today increased the flexibilities that apply to how local authorities can use their Right to Buy receipts.

For the two financial years 2024-2025 and 2025-2026:

- **The maximum permitted contribution from Right to Buy receipts to replacement affordable housing will increase from 50% to 100%.**
- **Right to Buy receipts will be permitted to be used with section 106 contributions.**
- **The cap on the percentage of replacements delivered as acquisitions each year (currently 50%) will be lifted.**

These measures are in response to long-standing requests from local authorities for more freedom in the use of their Right to Buy receipts. They will apply to the use of receipts from 2019-20, enabling local authorities to use their existing stock of receipts to bring forward replacements more quickly.

The flexibilities will be in place for an initial 24 months, subject to review. We would encourage you to make the best use of these flexibilities to maximise Right to Buy replacements, to achieve the right balance between acquisitions and new builds, and to obtain the best value for money.

Increase in Right to Buy receipts contributions to 100%

This provision will enable local authorities to fund up to 100% of the cost of a replacement home from Right to Buy receipts. It will be at the discretion of local authorities to decide the levels of receipts contribution for their replacement programmes and to consider how to make best use of the receipts, together with additional funding, including borrowing, to maximise replacements.

Use of Right to Buy receipts with Section 106

Up to now expenditure supported by grants or financial concessions made under section 106 of the Town and Country Planning Act 1990 was not permitted to be used with additional Right to Buy receipts. However, for 2024-2025 and 2025-2026 the receipts may (a) fund acquisitions discounted under section 106 agreements and (b) be combined with section 106 grants to fund replacement social housing.

Lifting the Acquisition Cap

The cap on the percentage of replacements that can be acquisitions was introduced from 1 April 2022 on a phased basis, and was frozen at 50% until 2025-26. Now we are announcing that the cap on acquisitions will be taken off altogether for two years.

The provision will mean that local authorities have more freedom to acquire properties for replacement affordable housing, to enable replacements to be delivered more quickly. Local authorities will want to consider locally the best balance between acquisitions and new builds.

Review

The impact of the three provisions described above on the delivery of replacement affordable housing will be monitored and reviewed at the end of the two-year period.

Data Collection

None of the three provisions will require regulatory change. The increase in the maximum permitted contribution of Right to Buy receipts will require changes to the calculations in the annual pooling 'data' return. Full details on these changes will be sent in due course.

Next Steps

Updated guidance on retained Right to Buy receipts and their use for replacement supply will be made available to operational leads and will also be updated on Gov.uk.

We will update the agreements made with local authorities under Section 11(6) of the Local Government Act 2003 over the summer to reflect these changes and an updated agreement will be issued to local authorities.

Any receipts not spent will continue to be returned to MHCLG for distribution as grants for the provision of new affordable housing. These grants are distributed by Homes England and the Greater London Authority as part of the Affordable Homes Programme.

Copies of this letter have been sent to the operational contacts in each stock-holding housing authority.

If you have any further questions on the changes, or wish to pick up with me or with my colleagues, please contact ross.buchanan@levellingup.gov.uk (0303 444 3725).

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Emma Payne', is positioned above the typed name.

Emma Payne
Director of Social Housing

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APPENDIX 2

What Right to Buy Receipts Can be Spent On (taken directly from the relevant guidance)

(a) Acquisition—

- i. Purchase price of land / site.
- ii. Stamp Duty Land Tax payable on the purchase of the land / site.

(b) Works—

- i. Main works contract costs (excluding any costs defined as “on costs”).
- ii. Major site development works. These include piling, soil stabilisation, road / sewer construction, and major demolition.
- iii. Statutory agreements, associated bonds, and Party Wall awards (including all fees and charges directly attributable to such works).
- iv. Additional costs associated with complying with archaeological works and Party Wall awards (including all fees, charges, and claims attributable to such works).
- v. Irrecoverable VAT on the above.

(c) On costs—

- i. Legal fees and disbursements.
- ii. Net gains / losses via interest charges on development period loans.
- iii. Building society or other valuation and administration fees.
- iv. Fees for building control and planning permission.
- v. Fees and charges associated with compliance with any legal requirement that it is necessary to meet before the property may be occupied.
- vi. In-house or external consultants’ fees, disbursements and expenses (where the development contract is a “design and build” contract (in respect of which, see Note 1)).
- vii. Insurance premiums including building warrant and defects / liability insurance (except contract insurance included in works costs).
- viii. Contract performance bond premiums.
- ix. Borrowing administration charges (including associated legal and valuation fees).

- x. An appropriate proportion of the development and administration costs of the Authority or the body in receipt of funding from the Authority.
- xi. Irrecoverable VAT on the above.

DECISION-MAKER:	Cabinet
SUBJECT:	School Travel Service Policy for Children of Compulsory School Age 2025-2026 and Post-16 Travel Service Policy Statement for Young People and Young Adults to Support Education and Training 2025-2026
DATE OF DECISION:	28 th January 2025
REPORT OF:	Councillor Winning, Cabinet Member for Children & Learning

<u>CONTACT DETAILS</u>			
Executive Director:	Title	Executive Director – Wellbeing (Children and Learning)	
	Name:	Robert Henderson	Tel: 074 6875 8995
	E-mail:	Robert.Henderson@southampton.gov.uk	
Author:	Title	Service Manager	
	Name:	Annamarie Hooper	Tel: 023 8083 2181
	E-mail:	Annamarie.Hooper@southampton.gov.uk	

STATEMENT OF CONFIDENTIALITY	
N/A	
BRIEF SUMMARY	
<p>The council’s School Travel Service Policy and Post-16 Travel Service Policy Statement sets out the council’s:</p> <ul style="list-style-type: none"> • Approach to the operation of the School Travel Service in Southampton; and • Statutory requirements along with local policy, including the criteria for eligibility, the type of travel support the council may provide and how to appeal a decision. <p>The School Travel Service provides travel support to children, young people and adult learners to support their access to education. As of December 2024, the service is providing travel support to ~1,500 (~850 vehicle transport, ~550 bus passes and ~90 Personal Travel Budget) clients to and from their education setting.</p> <p>A review of the council’s School Travel Service and Post-16 Travel Service Policy 2024-2025 has taken place and following 45-day public consultation on proposed changes, which closed on 28th October 2024 and received 96 responses, the draft policies have been updated for Cabinet approval on 28th January 2025.</p>	
RECOMMENDATIONS:	
(i)	To approve the School Travel Service Policy for Children of Compulsory School Age 2025-2026 (Appendix 1) and the Post-16 Travel Service Policy Statement for Young People and Young Adults to Support Education and Training 2025-2026 (Appendix 2).

	(ii)	To delegate authority to the Executive Director for Community Wellbeing, Children and Learning, following consultation with the Cabinet Member for Children & Learning to make minor changes to the policies during their period of effect.
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REASONS FOR REPORT RECOMMENDATIONS

1.	Local authorities must make free-of-charge travel arrangements to facilitate the attendance at school of eligible children of compulsory school age that are resident in their area. Local authorities must publish their school travel policy for children of compulsory school age by 19 th September each year.
2.	Local authorities have a duty to prepare and publish an annual transport policy statement specifying the arrangements for the provision of travel support to facilitate the attendance to young people of sixth form age and young people with EHC Plans up to age 25 where they are continuing on a course started before their 19th birthday in education or training. Local authorities must publish this policy statement by 31 st May each year.
3.	Local authorities have a duty to make arrangements for the provision of travel support as they consider necessary in respect of: (a) adults (aged over 19 years and under the age of 25 years) for the purpose of facilitating their attendance in education; and, (b) relevant young adults with an Education, Health and Care Plan (EHCP) for the purpose of facilitating their attendance at institutions where they are receiving education or training outside the further and higher education sectors. The adult duty applies only to young people who are attending a course which they started after their 19th birthday, including those with EHC Plans. Where the local authority makes such arrangements, any transport provided must be free of charge. Local authorities must publish this policy statement by 31 st May each year.
4.	As part of the annual review of the School Travel Policy, some minor changes and some material changes that affect the service provision have been proposed and consulted upon through a formal public consultation. Approval is required by Cabinet so that the School Travel Policy can be published for 2025-2026 academic year.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

5.	Not applicable, Southampton City Council is required to have a School Travel Policy for Children of Compulsory School Age and a Post-16 Travel Policy Statement for Young People and Young Adults to Support Education and Training by law.
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DETAIL (Including consultation carried out)

6.	<u>Proposed changes to the policy</u>
6.1.	<p>The School Travel Service Policy for Children of Compulsory School Age 2025-2026 (Appendix 1) and the Post-16 Travel Service Policy Statement for Young People and Young Adults to Support Education and Training will update the current School Travel Service and Post-16 Travel Service Policy 2024-2025.</p> <p>For the 2025-2026 policies, the following changes were proposed:</p> <ul style="list-style-type: none"> • Update wording and terminology to improve clarity. • Separate the Post-16 Travel Service Policy Statement for Young

	<p>People and Young Adults to Support Education and Training from the School Travel Policy for Children of Compulsory School Age to make two separate documents to align with national statutory guidance.</p> <ul style="list-style-type: none"> • Updated Personal Travel Budget. • Add a post-16 travel grant option, and a contribution charge where vehicle transport is provided. • Add that the maximum travel support provision is for attendance of 18 hours over three days for eligible post-16 students. • Evidence requirement for post-19 travel support (that other options for travel support / funding have been explored). • Removal of travel support eligibility post-house move where parents and Carers want their children to remain at the same school. • Reduction in the notice period given if travel support is awarded in error. • Removal of privilege places. • Increase the number of suitable schools that families must list on mainstream application forms if they wish to apply for travel support. <p>In addition, other proposed changes as a result of consultation feedback include:</p> <ul style="list-style-type: none"> • Where transport is provided, due to the GCSE results being issued in August followed by enrolment planning, vehicle transport will be available from October to allow time to put the transport routes in place. Parents and Carers will need to make their own arrangements in September with mileage claimable. • Include information in the School Travel Policy for Children of Compulsory School Age about decelerated children and their entitlement to travel support to year 11.
7.	<u>Public Engagement Exercise</u>
7.1	A public consultation took place between 09 September 2024 through to 28th October 2024.
7.2	<p>The aim of the consultation was to:</p> <ul style="list-style-type: none"> • Clearly communicate the proposed draft policies to service users and stakeholders; • Ensure any resident, business or stakeholder in Southampton that wished to comment on the proposals had the opportunity to do so, enabling them to raise any impacts the proposals may have, and • Allow participants to propose alternative suggestions for consideration which they feel could achieve the objectives of the policy in a different way.
7.3	A standard online survey was used for the consultation questionnaire which gave a brief outline of each priority along with a reference to the section in the draft policy.
7.4	An Easy Read format questionnaire was also used to present the draft proposals in a clear and understandable way for consultees with Special Educational Needs and Disabilities (SEND).

7.5	An ESIA (Members Room Document 1) was published with the consultation.		
7.6	In total, 96 responses were received. The breakdown is as follows: <ul style="list-style-type: none"> • 79 responses to the standard online survey. • 10 email responses. • 7 responses to the easy read questionnaire. 		
7.7	The consultation was promoted in the following ways: <ul style="list-style-type: none"> • Via letter and email to schools, colleges, parents and carers. • Face-to-face and virtual (MS Teams) events with key stakeholders; eight events for clients (children, young people and adult learners) and parents and carers held at public venues, at the Civic Centre and at two special schools and supported by the Southampton Parent Carer Forum, and four events for schools and colleges. • Advertisement on the School Travel Service webpage. • Southampton City Council and SEND team social media and e-bulletins, including schools (primary and secondary). • Family hubs – directly to parents and carers by the Southampton City Council and SEND team. • Press release on the day of launch (09 September 2024) and on Southampton City Council website ‘Have Your Say’ pages. • Advertisement through the Local Offer. • Directly to 134 travel suppliers (transport operators) via the Proactis portal (used for communications to suppliers). • Article in the Daily Echo on 12th September 2024. 		
8.	<u>The Consultation proposals, responses and action</u>		
8.1	A Consultation Report (Members Room Document 2) includes a full breakdown of the consultation results.		
8.2	A summary of the consultation responses is provided in sections 8.3-8.5 below.		
8.3	Proposals	Responses	SCC Action
	Update wording and terminology to improve clarity for the School Travel Service Policy for Children of Compulsory School Age and Post-16 Travel Service Policy Statement for Young People and Young Adults to Support Education and Training.	Overall, 57% of respondents agreed with the proposal and 44% felt it would have a positive impact.	Propose to proceed with draft changes.

<p>Separate the School Travel Service Policy for Children of Compulsory School Age from the Post-16 Travel Service Policy Statement for Young People and Young Adults to Support Education and Training to make two separate documents to align with national statutory guidance.</p>	<p>68% of respondents agreed with the proposal and 49% felt it would have a positive impact.</p>	<p>Propose to proceed with separating into two documents.</p>
<p>An updated Personal Travel Budget offer in the School Travel Service Policy for Children of Compulsory School Age and Post-16 Travel Service Policy Statement for Young People and Young Adults to Support Education and Training</p>	<p>59% of respondents agreed with the proposal and 53% felt it would have a positive impact.</p>	<p>Propose to proceed with this proposal and also make amendments to reflect consultation feedback to improve the offer.</p> <p>Text in section 3.17 of the School Travel Service Policy for Children of Compulsory School Age and section 2.27 of the Post-16 Travel Service Policy Statement for Young People and Young Adults to Support Education and Training has been updated.</p>
<p>Add post-16 travel grant option, and a contribution charge where vehicle transport is provided for Post-16 students to the Post-16 Travel Service Policy Statement for Young People and Young Adults to Support Education and Training, and a contribution charge where vehicle transport is provided for discretionary travel</p>	<p>54% of respondents disagreed with the proposal and 58% felt it would have a negative impact.</p>	<p>Propose to proceed with the proposal but revise policy wording due to the various concerns from the respondents to make the options clearer, and add 'Pension Credit' for means testing.</p> <p>Section 2.5 School Travel Service Policy for Children of Compulsory School</p>

<p>support for under 16 years, to the School Travel Service Policy for Children of Compulsory School Age.</p>		<p>Age has been updated.</p> <p>Sections 2.17 and 2.30-2.32 in the Post-16 Travel Service Policy Statement for Young People and Young Adults to Support Education and Training have been updated.</p>
<p>Add that the maximum travel support provision is for attendance of 18 hours over three days for eligible post-16 students to the Post-16 Travel Service Policy Statement for Young People and Young Adults to Support Education and Training.</p>	<p>46% of respondents disagreed with the proposal and 47% felt it would have a negative impact.</p>	<p>Propose to revise wording to state that this is the statutory duty, and propose to add wording that the council will work with post-16 education settings to offer 18 hours over three days where possible but that travel support will still be provided where education settings cannot meet this</p> <p>Section 1.13 of the Post-16 Travel Service Policy Statement for Young People and Young Adults to Support Education and Training has been updated.</p>
<p>Evidence requirement for post-19 travel support (that other options for travel support / funding have been explored) in the Post-16 Travel Service Policy Statement for Young People and Young Adults to Support Education and Training.</p>	<p>48% of respondents agreed with the proposal but 39% felt it would have a negative impact.</p>	<p>Propose to proceed with the proposal but revise policy wording to make it clear that travel support will still be provided to eligible young adults who have evidenced that they have explored alternative options before applying for travel support</p> <p>Section 1.23 of the Post-16 Travel Service Policy</p>

			<p>Statement for Young People and Young Adults to Support Education and Training has been updated.</p> <p>Propose to add information about where adults can find information for 25+ adult learning and support.</p> <p>Section 2.59 added to the Post-16 Travel Service Policy Statement for Young People and Young Adults to Support Education and Training.</p>
	<p>Removal of travel support eligibility post-house move where the parent or carer wishes for the child to remain at the same school (if it is no longer the nearest suitable school) from the School Travel Service Policy for Children of Compulsory School Age and Post-16 Travel Service Policy Statement for Young People and Young Adults to Support Education and Training.</p>	<p>45% of respondents disagreed with the proposal and 49% felt it would have a negative impact.</p>	<p>Propose to proceed with the proposal but revise policy wording to make it clear that it is with regard to distance based travel support and is unlikely to apply to children of compulsory school age with an EHCP where travel support has been awarded on an exceptional basis.</p> <p>Section 3.28 of the School Travel Service Policy for Children of Compulsory School Age has been updated.</p>
	<p>Reduction in the notice period given if travel support is awarded in error in the School Travel Service Policy for Children of Compulsory School Age and Post-16 Travel Service Policy Statement for Young</p>	<p>48% of respondents disagreed with the proposal and 46% felt it would have a negative impact.</p>	<p>Propose to proceed with the proposal. The council should minimise the length of time it continues to misappropriate council funds where a child, young person or young adult is not</p>

	People and Young Adults to Support Education and Training.		eligible for travel support.
	Removal of privilege places in the School Travel Service Policy for Children of Compulsory School Age and Post-16 Travel Service Policy Statement for Young People and Young Adults to Support Education and Training.	58% of respondents agreed with the proposal and 28% felt it would have a positive impact.	Propose to proceed with the proposal.
	Increase the number of suitable schools families must list on mainstream application forms if they wish to apply for travel support in the School Travel Service Policy for Children of Compulsory School Age.	49% of respondents agreed with the proposal but equal responses, 36%, felt it would have a positive and negative impact.	Propose to proceed with the proposal but revise policy wording to make it clear that the proposal is only relevant where a child or young person does not have an EHCP and attends a mainstream school. Section 3.25 of the School Travel Service Policy for Children of Compulsory School Age has been updated.
8.4	<p>Additionally, in response to the consultation comment regarding where vehicle transport is provided but due to the GCSE results being issued in August followed by enrolment planning there is not enough time for the School Travel Service to make the travel arrangements for the start of September, it is proposed to update the Post-16 Travel Service Policy Statement for Young People and Young Adults to Support Education and Training to offer vehicle transport from the start of October to allow time to put the transport routes in place. Parents and Carers will need to make their own arrangements in September with mileage claimable until routes are in place.</p> <p>Sections 2.35 and 2.36 added to the Post-16 Travel Service Policy Statement for Young People and Young Adults to Support Education and Training.</p>		
8.5	<p>Additionally, in response to the consultation comment to include information in the School Travel Policy for children of compulsory school about decelerated children and their entitlement to year 11, it is proposed to</p>		

	<p>update the School Travel Service Policy for Children of Compulsory School Age.</p> <p>Section 2.14 added to the School Travel Service Policy for Children of Compulsory School Age.</p>
8.6.	The draft Policies that were published for the consultation (v0.10) have been refined to v0.13 in response to the feedback received from public consultation (Appendices 1 and 2).
RESOURCE IMPLICATIONS	
9.	<u>Capital/Revenue</u>
9.1.	There will be no impact on Capital income / expenditure.
9.2	The proposed updates to the Policies are part of the School Travel Service Transformation Programme, therefore any cost mitigation / income as a result of the updated policies are part of the transformation plan to reduce the School Travel Service budget requirement.
9.3	The service is confident that the tightening of the policy with the proposed changes will generate financial benefits to the Council. As quantification of the financial benefits remains uncertain, the impact of the policy changes will be monitored as part of the assessment of the transformation of the School Travel Service.
9.4	The updated Personal Travel Budget will reduce the cost of travel support provision where the cost of vehicle transport is more than the Personal Travel Budget agreed with the client. Personal Travel Budgets are only offered where there is not a suitable alternative travel support option or in exceptional cases and/or it is a more economically viable option to the council. The additional travel budget criteria will be determined to support the negotiation
9.5	The inclusion of a Post-16 travel grant option to the hierarchy for Post-16 travel support provision should provide revenue cost efficiencies in the provision of travel support where it is more cost-effective to offer a travel grant verses the cost of a vehicle transport. The offer of vehicle travel support will be in exceptional circumstances.
9.6	A means tested contribution charge towards the cost of vehicle transport where offered will provide an income to the service.
9.7	Where clients will need to evidence the requirement for Post-16 travel support there may be a cost revenue efficiency if a client can use another form of travel funding to support their travel to and from their education setting.
9.8	Removal of travel support eligibility post-house move (for children without an EHCP) where they want to remain at the same school (if it is no longer the nearest suitable school) may provide a minor cost revenue efficiency where a client is will no longer entitled to travel support following a house-move that would ordinarily mean they could apply for travel support.
9.9	Reducing the notice period where travel support is awarded in error may provide a cost revenue efficiency where the council will not have to continue to pay for mistakes by continuing with travel provision for up to two school terms.

9.10	Removal of privilege places will not have an effect on current revenue as there are no clients with a privilege place. It will mean that in the future, there will be no costs as a result of a privilege place where the income is far less than the charge for a place on a vehicle.
9.11	Where parents or carers will need to list their nearest three schools on their application form if they intend to apply for travel support, the council may not be required to provide school travel support where the child may have been awarded a place at a school which would not qualify for travel support under the distance criteria if they had listed three school places, which may lead to a revenue cost efficiency.
9.12	If the Post-16 Travel Service Policy Statement for Young People and Young Adults to Support Education and Training is updated to provide vehicle travel support from the start of October each year and offer a mileage reimbursement each year for September or until travel support is in place (which may be sooner than the start of October), this will likely offer a revenue cost-efficiency where a mileage reimbursement will be less than the cost of vehicle travel provision.
10	<u>Property/Other</u>
10.1	None
LEGAL IMPLICATIONS	
11.	<u>Statutory power to undertake proposals in the report</u>
11.1	Under section 508A of the Education Act, local authorities must promote the use of sustainable travel and transport and make transport arrangements for all eligible children.
11.2	Local authorities have discretionary power under section 508C of the Education Act 1996 to make travel arrangements for other children.
11.3	Local authorities have a duty under sections 508F and 508G of the Education Act 1996, as inserted by section 57 of the Apprenticeships, Skills, Children and Learning Act 2009. Under section 508F, the local authority is required to make such arrangements for the provision of transport as they consider necessary in respect of: (a) adults (i.e. those who are aged 19 or over) for the purpose of facilitating their attendance at local authority maintained or assisted further or higher education institutions or institutions within the further education sector; and (b) relevant young adults with an EHC plan (which can only be maintained up until the age of 25) for the purpose of facilitating their attendance at institutions where they are receiving education or training outside the further and higher education sectors. For those young adults, the local authority's duty only applies where the local authority has secured the provision of education or training at that institution and the provision of boarding accommodation in connection with that education or training. The adult duty applies only to young people who are attending a course which they started after their 19th birthday, including those with EHC plans.
11.4	Local authorities have a duty under the School Information (England) Regulations 2008 to publish information about travel arrangements.
12.	<u>Other Legal Implications:</u>

12.1.	The council may be legally challenged where a travel grant for Post-16 travel support may not be sufficient to enable a young person to access their education setting.
12.2	The council may be legally challenged where provision of a mileage allowance for Post-16 travel support up to the start of October in place of vehicle travel support may not be sufficient to enable a young person to access their education setting.
RISK MANAGEMENT IMPLICATIONS	
13.	Failure to have policies in place for travel support for children of compulsory school age and post-16 young people and young adults to support education and training would be high risk and leave the council exposed to legal challenge for non-compliance with its statutory duty to have a policy in place, under section 508 of the Education Act and the School Information (England) Regulations 2008.
POLICY FRAMEWORK IMPLICATIONS	
14.	In developing the policies, a review has been conducted to ensure it is in accordance with relevant Policy Framework policies and strategies. The policy is consistent with the council's corporate objectives as set out in the Corporate Plan 2021-2025.

KEY DECISION?	Yes
WARDS/COMMUNITIES AFFECTED:	All
<u>SUPPORTING DOCUMENTATION</u>	
Appendices	
1.	School Travel Service Policy for Children of Compulsory School Age 2025-2026
2.	Post-16 Travel Service Policy Statement For Young People and Young Adults to Support Education and Training 2025-2026
Documents In Members' Rooms	
1.	ESIA School Travel Service Policy and Post-16 Travel Service Policy Statement 2025-2026
2.	School Travel Policy Consultation 2024 Report
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.	

**Southampton City Council
School Travel Service Policy for Children of
Compulsory School Age
2025-2026**



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School Travel Service Policy for Children of Compulsory School Age 2024-2025			
Version	v0.13	Approved by	
Date last amended	06/01/25	Approval date	
Lead officer	Service Manager – Service Delivery and Compliance	Review date	
Contact	annamarie.hooper@southampton.gov.uk	Effective date	

Introduction

- I. This policy sets out Southampton City Council's approach to the operation of the School Travel Service in Southampton in relation to arrangements for travel to school for eligible children, and its discretionary power to arrange travel for other children, of compulsory school age. It sets out the Southampton City Council's statutory requirements along with local policy, including its duties in relation to the promotion of sustainable travel to school.
- II. The legal responsibility for ensuring a child's attendance at school rests with the child's parent or carer who are generally expected to provide travel arrangements for their child/children to travel to and from school.
- III. The purpose of this policy is to set out the framework within which Southampton City Council will deliver its statutory responsibilities to provide travel support for eligible children under the Education Acts 1996 and 2011, and the Equality Act 2010 to ensure no child of compulsory school age is prevented from accessing education by a lack of travel support or the cost of travel.
- IV. This policy applies to children whose permanent home address is within the administrative boundaries of Southampton City Council. Children studying in but not resident in Southampton should refer to the relevant travel and transport policies issued by the local authority in their resident area.

Legislative Context and other Related Documents

- V. This policy takes into consideration how Southampton City Council will deliver its statutory duties to provide travel support as set out in the Education Acts, which outline the categories of children of compulsory school age (age 5-16) who are eligible for local authority funded travel support.
- VI. This policy fulfils the requirements of Section 509 of the Education Act 1996 as amended by the Education Act 2002 and the Apprenticeships, Skills, Children and Learnings Act 2009 in relation to post-16 learners.
- VII. This policy takes into consideration the School Information (England) Regulations 2008: publication of information about travel arrangements.
- VIII. This policy takes into consideration the requirements of the Equality Act 2010.
- IX. This policy also reflects the requirements set out in:
 - The Department for Education's travel to school for children of compulsory school age statutory guidance for local authorities, January 2024.
 - Part 5 of the Transport Act 1985.

1. Travel Support (Early Years – Age 16)

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Early Years Travel Support

- 1.1. There is no legal entitlement to travel support to and from a nursery, school or early years provision setting for children below compulsory school age.
- 1.2. In most cases, travel support will not be provided under this policy for children travelling to nurseries or other early years settings who are below compulsory school age.
- 1.3. Children attending specialist early years provision with an Education Health and Care Plan (EHCP) or through agreement for an Education Health and Care assessment, will be considered for travel support on a case-by-case basis.
- 1.4. Where travel support is agreed by Southampton City Council, consideration will be given as to whether the parent or carer can be expected (where reasonable and appropriate) to accompany their child/children whilst they are travelling and for the parent or carer to make arrangements for their own return journeys.

Compulsory School Age (Primary and Secondary)

- 1.5. Southampton City Council has a duty under the Education Acts 1996 and 2011 to provide free of charge travel support for 'eligible children' of compulsory school age.
- 1.6. Children aged under the age of 5 attending school in a Reception class will be considered to be of compulsory school age for the purpose of this policy and therefore qualify for travel support if they meet the eligibility criteria set out below.
- 1.7. Children of compulsory school age attending the nearest suitable school are eligible for free of charge travel support where the nearest suitable school is:
 - A distance of more than 2 miles from their home if the child is below the age of 8.
 - A distance of more than 3 miles from their home if the child is over the age of 8.
- 1.8. Children will be eligible for travel support under 'extended rights' where the child is entitled to free school meals, or a parent or carer with whom they live are in receipt of the maximum level of Working Tax Credit or Universal Credit (with an earned income of no more than £7,400) and they are:
 - aged 8 or over but under 11, attend their nearest suitable school and it is more than 2 miles from their home; or
 - aged 11 to 16 years, and attend one of their three nearest suitable schools provided it is more than 2 miles but not more than 6 miles from their home; or
 - aged 11 to 16 years, attend a school that is more than 2 but not more than 15 miles from their home that their parents or carers have chosen on the grounds of their religion or belief if, having regard to that religion or belief, there is no suitable school nearer to their home.
- 1.9. Travel support will be provided if the nearest suitable school is measured as being nearer than the eligibility distance, but the child cannot be reasonably expected to walk (even if accompanied by a parent or carer) because the nature of the route is assessed to be unsafe to walk, and there is no alternative route within the compulsory walking distance that they would be able to walk in reasonable safety, as agreed by Southampton City Council. To assess whether a route can be walked in reasonable safety, Southampton City Council will consider the whole route, including, for example, any sections that use footpaths or bridleways, as well as sections that use roads. For example, this will consider a range of risks such as whether routes have crossing controls or the speed of traffic.

- 1.10. Assessment for travel support will be determined once a school place has been allocated by Southampton City Council to the nearest suitable school. Where a child's nearest suitable school is oversubscribed and unable to offer them a place, the nearest school with places available is their nearest suitable school for school travel purposes.
- 1.11. Where a child is not attending their designated catchment or nearest suitable school due to parental or carer choice, and does not meet the extended rights criteria, they will not normally be entitled to travel support.
- 1.12. For some children living within the Southampton City boundary, their nearest suitable school may be situated outside of the Southampton City boundary. Southampton City Council will consider travel support to a neighbouring local authority school if it is the nearest suitable school to the child's home address.
- 1.13. Children who are not eligible for travel support under the eligibility set out in this section may qualify under the 'Exceptional Circumstances Criteria' (**see Section 3** of this policy).

Parents or Carers with a Disability

- 1.14. Where a child lives within walking distance of the nearest suitable school (or designated school if it is not the nearest) but the route to school relies on a parent or carer with a disability accompanying that child for it to be considered safe, and the parent or carer's disability prevents them from doing so, the child may be eligible for travel support. This will be determined by Southampton City Council on a case-by-case basis and will require medical evidence of the parent or carer's disability.

Special Educational Needs, Disabilities and Limited Mobility

- 1.15. Southampton City Council will consider the provision of travel support to and from the nearest suitable school on a case-by-case basis, based on the needs of children of compulsory school age who cannot be reasonably expected to walk to school or travel independently due to their Special Educational Need and/or Disability (SEND) or limited mobility, even if they were accompanied.
- 1.16. Information that Southampton City Council may take into account when assessing a child's eligibility may include (but not restricted to) the following:
- Information provided by the parent or carer.
 - Information provided by any professional involved in the child's care, for example, an educational psychologist or hospital consultant.
 - Information provided by the child's school.
 - Any relevant information in the child's EHCP if they have one.
 - Any relevant information in the child's individual healthcare plan if they have one.
 - Any other relevant information or documentation needed to assess eligibility.
- 1.17. Travel support will be provided to and from a child's nearest suitable school. The nearest suitable school will be set out in a child's EHCP, taking into consideration the age, ability and aptitude of the child (including any SEND requirements). Children with an EHCP will be assessed on an individual basis and travel support will be provided where appropriate, based on a child's level of need, and will be reviewed in line with the statutory review process. Travel support is therefore subject to change, based on the outcome of subsequent reviews.
- 1.18. Not every child with an EHCP or who attends a special school will be eligible for free travel to school.

- 1.19. Children without an EHCP will be assessed for travel support to their nearest suitable school.
- 1.20. When a parent or carer makes a choice for a school that Southampton City Council does not assess to be the nearest suitable school at the time of the offer, travel support will not be provided. Where this is the case, the parent or carer's preferred school will be recorded in a child's EHCP on the condition that the parent or carer arranges or pays for the travel. If the parent or carer's circumstances subsequently change and they are no longer able to arrange or pay for their child's travel, the EHCP may be reviewed to reconsider whether naming the parent or carer's preferred school is incompatible with the efficient use of resources and may amend the EHCP to a different school that would be appropriate for the child's needs.
- 1.21. The appropriate travel support will be determined by Southampton City Council, taking into consideration information from the parent or carer, information and advice from relevant professionals, and any information that is recorded in a child's EHCP and Annual Review. Further details about how appropriate travel support will be determined are set out in Section 3 of this policy.

Independent Travel Training (ITT)

- 1.22. Southampton City Council is committed to sustainable travel, and if travel support is agreed, it will be provided via the most cost-effective suitable method as assessed by the Southampton City Council School Travel Service. Further information regarding the method of travel support is detailed in **Section 3** of this policy.
- 1.23. All children eligible for travel support from year 5 will be considered, and where appropriate, assessed for Independent Travel Training (ITT). Further details about how appropriate travel support will be determined are set out in **Section 3** of this policy.
- 1.24. All children in years 5 and 6 and of secondary school age already in receipt of travel support and that have an Education Health and Care Plan (EHCP) will be routinely considered whether they are suitable for ITT.
- 1.25. For children below year 5 or in years 5 and 6, where it is deemed a suitable form of travel support, ITT may be offered to a parent or carer and their child to support independence and sustainable travel.
- 1.26. If Southampton City Council determines that ITT is the most suitable form of travel support, a Travel Trainer will work with the child (and parent or carer where applicable) to build their confidence and ability to travel independently.
- 1.27. ITT for pupils with SEND or limited mobility is tailored, and practical help is provided to support travel by public transport, on foot or by bike.
- 1.28. Further information on independent travel training is available at:
<https://myjourneysouthampton.com/education/independent-travel-training/>.

2. Exceptional Circumstances Criteria

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Discretionary Travel Support and Exceptional Circumstances Travel Support

- 2.1. Children who do not meet the criteria for statutory travel support may be eligible for help under Southampton City Council's discretionary power that considers exceptional circumstances.
- 2.2. Southampton City Council recognises that travel support to and from school can have a positive impact on some vulnerable children and may provide travel support to children who do not meet the qualifying criteria for support set out in this policy.
- 2.3. Applications for travel support under the exceptional circumstances criteria will be assessed by a panel of Southampton City Council Officers from the SEND team and the School Travel Service on a case-by-case basis, taking into consideration the individual circumstances and the impact travel support will have on the educational outcomes of the child.
- 2.4. Discretionary travel may be provided in either direction between the child's home and their school, or both. Where a taxi, minibus or wheelchair accessible vehicle is offered as the travel support option, a reasonable contribution towards the cost may be required. This may apply, for example, where travel support is agreed for a 4-year-old attending reception classes if they will be eligible for free travel when they reach compulsory school age.
- 2.5. Where the parent or carer is in receipt of the maximum level of Working Tax Credit or Universal Credit or maximum Pension Credit (with an earned income of no more than £7,400pa), the contribution will be 25% of the full contribution per year.
- 2.6. The contribution per year for a child towards vehicle transport is based on the distance from the child's home to their school as follows:
 - Tier 1 – 0-5 miles: £500 (means tested - £125)
 - Tier 2 – 5-8 miles: £1,000 (means tested - £250)
 - Tier 3 – 9+ miles: £1,500 (means tested - £375)
- 2.7. Southampton City Council will consider any application for travel support for children of compulsory school age on the grounds of exceptional circumstances on a case-by-case basis.
- 2.8. The following factors will be taken into consideration when assessing applications for travel support under the criteria for exceptional circumstances. The list is not exhaustive, applications are not limited to these factors, and applications relating to these factors will not be automatically awarded travel support.
 - The educational outcomes of the child.
 - The health and wellbeing of the child, parent or carer and other family members.
 - Duties under the Equalities Act 2010.
 - Health and safety risks to the child or others that may apply if they travel to school without support.
 - Extraordinary circumstances that arise from a parent or carer's work or caring commitments.
 - Extraordinary circumstances that arise in relation to a child's parental or care duties.
 - A special need or medical condition that may prevent the child from walking to school or using public transport.
 - A special need or medical condition that may prevent parents or carers from being able to accompany the child, and it is reasonable to expect that the child requires accompaniment.

- 2.9. Southampton City Council will not usually consider matters such as the parent or carer's working pattern, the cost to the parent or carer of public transport, or the fact that the parent or carer has children attending more than one school, on their own, to be exceptional circumstances, however, Southampton City Council will consider factors where travel support to and from school for some vulnerable children will have a positive impact.
- 2.10. In exceptional circumstances where working patterns affect a parent or carer's ability to take their children to and from school and Southampton City Council considers that it will negatively impact a vulnerable child, written evidence from their employer will be requested before a decision about travel support is made.
- 2.11. The period for which travel support is awarded under the exceptional circumstances criteria will be dependent on the individual circumstances of the child and may be for a fixed time period, or ongoing with an agreed review frequency.

Children with Medical Conditions

2.12. Travel support for a child may be provided within the minimum walking distances where written evidence from a GP or hospital consultant (or other appropriate independent professional) is provided stating:

- What medical or mental health conditions the child has and how this affects their ability to walk to and from school.
- The child cannot walk the given distance to and from school.
- How long the situation is likely to last.

Parent or Carer with Medical Conditions

2.13. Travel support may be provided within the minimum walking distances where written evidence is provided from a GP or hospital consultant (or other appropriate independent professional) confirming that the parent or carer cannot accompany their child to and from school. Written evidence provided must include:

- What medical or mental health condition the parent or carer has where they are the only adult responsible for taking the child to and from school, and how this affects their ability to accompany the child to and from school.
- Confirmation that the only parent or carer responsible for taking a child or student to school cannot walk the distance to and from school.
- How long the situation is likely to last.

Decelerated Children

2.14. Where a child is decelerated before school year 11, an exceptional school travel support application can be made where the child has previously, until age 16 years, been eligible for travel support.

3. Additional Information

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Applying for Travel Support

- 3.1. Parents and carers who wish to apply for travel support for their child can do so by completing Southampton City Council's School Travel Service form, details of which can be found at: <https://www.southampton.gov.uk/schools-learning/in-school/school-travel-support/>, or alternatively, a paper copy can be obtained by writing to the Southampton City Council at **School Travel Service, Civic Centre, Southampton. SO14 7LY** or by phoning Southampton City Council on **023 8083 2419**.

Travel Support Considerations

- 3.2. When considering what type of travel support is appropriate for each child, Southampton City Council will consider:
- The age and maturity of the child.
 - The ability and aptitude of the child.
 - Any special educational needs the child may have.
 - If vehicle transport is offered, the type of vehicle the child can travel on and the length of the journey.
 - The nature of the possible routes from home to school, particularly in relation to safety.
 - Whether the child is physically able to walk the distance involved.
 - Whether the child needs to be accompanied and whether it is possible for the child to be accompanied.
- 3.3. The general expectation is that a child will be accompanied to and from school by a parent or carer where necessary, unless there is a good reason why it is not reasonable to expect the parent or carer to do so. Where a parent or carer says that there are good reasons why they are unable to accompany their child, a range of factors will be taken into consideration, including, but not limited to, any special educational needs or disabilities the child may have, and whether the parent or carer has a disability or mobility problem that would make it difficult for them to accompany their child.
- 3.4. Reasons such as the parent or carers working pattern or the fact that they have children attending more than one school, on their own, will not normally be considered good reasons for a parent being unable to accompany their child. These apply to many parents and carers and, in most circumstances, it is reasonable to expect the parent or carer to make suitable arrangements to fulfil their various duties (for example, their responsibilities as an employee and as a parent).
- 3.5. Cases where it is not reasonable to expect the parent or carer to accompany the child will be considered under the 'Exceptional Circumstances Criteria' (**see Section 2** of this policy).
- 3.6. Where travel support is found to have been granted in error, 4 weeks' notice or notice to the end of the current half term will be given, whichever is the shorter period, to allow families and carers time to make other arrangements.

Travel Support Options

- 3.7. Local authorities have a duty to promote the use of sustainable travel on journeys to and from places of education in their area. If a child is eligible for travel support, this will be provided via the most sustainable, cost-effective, suitable method as assessed by Southampton City Council.
- 3.8. If a child is eligible for travel support, Southampton City Council will consider a range of hierarchical options, based on the needs of the child and their family will offer the most appropriate and sustainable option via a hierarchy of travel support.

3.9. The options for travel support will be considered by Southampton City Council in a clear order (but not limited to), which is set out below:

1. Travel Training - Independent Travel Training (ITT).

Independent Travel Training (ITT) gives children the essential skills needed to travel independently either on foot, by other sustainable travel option, such as bike or scooter, or by public transport.

Children from year 5 and secondary school age with SEND will be assessed for ITT, allowing them to have the confidence and ability to travel independently after specialist training.

2. Sustainable Travel, Such as Bike or Manual Scooter.

If Southampton City Council offers Independent Travel Training, it may provide a budget to child's parent or carer to purchase a bike or a manual scooter and appropriate safety equipment. The value will be assessed by the Independent Travel Trainer based on cost of a suitable bike or scooter and safety equipment when the travel support option is agreed.

3. Bus Pass/Rail Pass.

For mainstream school travel support applications, a bus pass or a rail pass for the journey to and from school will be provided for children of secondary school age. If an application is made under the exceptional circumstances criteria (**see Section 2** of this policy), alternative forms of travel support may be considered.

If Southampton City Council offers Independent Travel Training, it may provide a bus pass or a rail pass for the journey to and from school, if using the bus or rail is the safest, most suitable way for a child to get to and from school.

4. Walking Passenger Assistant.

A Passenger Assistant may be provided to accompany a child on the walk to school where walking is an appropriate means of making the journey.

5. Personal Travel Budgets (PTBs).

A PTB is a mileage allowance and is only applicable to children with an EHCP. Parents or carers can use PTBs in any reasonable way to get their child to and from school. Please see items **3.12-3.17** for more information.

6. Vehicle Transport – Group Location Pick-up/Drop-off.

Where appropriate and reasonable, parents or carers may be expected to take their child to and from a pick-up/drop-off point where a group of children will be collected by vehicle transport from the same location. Pick-up/drop-off points will be within 1 mile of the child's home address.

7. Vehicle Transport (Taxi, Minibus, Wheelchair Accessible Vehicle or Coach) – Multi Occupancy.

Where vehicle transport is the most suitable travel support option, it will be offered on a shared basis where there will be two or more children on the vehicle.

8. Vehicle Transport (Taxi / Wheelchair Accessible Vehicle) – Single Occupancy.

In exceptional cases, Southampton City Council may offer vehicle transport with single occupancy, for example, where the child's needs mean that they cannot travel with other children, or they are the only child being transported to and from a school. Where this is the case, the travel support will be regularly reviewed to ensure that single occupancy continues to be the most suitable, cost-efficient option.

9. Other forms of travel support as appropriate.

Passenger Assistants

- 3.10. Passenger Assistants are provided in individual cases where Southampton City Council feels it is necessary to meet a child's individual needs and as identified by a risk assessment. The role of the Passenger Assistant will be to provide general supervision on a walking or transport journey and ensure that a child's journey to and from school is safe.
- 3.11. Passenger Assistants are not expected to administer a child's routine medication or procedures on a journey to and from school. Emergency medication will only be carried out if included in the risk assessment for the child (that has been discussed with the Parent or Carer) and the Passenger Assistant has been appropriately trained.

Personal Travel Budgets (PTB)

- 3.12. Parents or carers of children who are assessed as being eligible for travel support may be offered a Personal Travel Budget (PTB) for the purpose of travel to and from school.
- 3.13. The School Travel Service will assess whether it would be a suitable form of travel based on the parent or carer's ability to provide their own transport to and from their child's school.
- 3.14. A PTB will only be offered where it is a more cost-effective option than a suitable alternative option (unless in exceptional circumstances).
- 3.15. Provision will be reviewed periodically and if a more economical mode of travel becomes available, the parent or carer will be given notice of a change to the mode of travel, for example, eligibility for ITT or a place becomes available on a shared transport route and it becomes a more cost effective option.
- 3.16. The PTB is a mileage allowance based on the type of vehicle (standard or wheelchair accessible vehicle) used by the parent or carer (or alternative means as determined by the parent or carer, such as a family member or friend) to transport the child to school. A higher rate will be offered where a wheelchair accessible vehicle is used. Please see Southampton City Council's School Travel Service webpages at: <https://www.southampton.gov.uk/search/?query=school+travel+service> for current mileage rates.
- 3.17. Southampton City Council may also offer an additional flexible, discretionary percentage increase on the base mileage rates depending upon the circumstances for the parent or carer and will consider cases on an exceptional basis, for example, they may have other children for which additional financial support towards the cost of breakfast and/or after school club or other childcare would enable them to take advantage of the PTB, the school is outside of the city boundary or an additional person is required to act as a Passenger Assistant.

Privilege Places

- 3.18. Southampton City Council does not offer spare places known as 'privilege places' on a contract vehicle to a child who is not entitled to travel support, unless the child for whom a

privilege place is requested lives at the same address as a child who is entitled to travel support and is travelling on the same vehicle. A **contributory charge of £750.00** per annum, paid in three termly instalments of £250.00 per term will be charged towards the cost. Privilege places can be withdrawn if they are needed for eligible children and Southampton City Council has the discretion to remove the right of placement at any time. Southampton City Council will provide 10 days' notice of the withdrawal of the offer, and a refund on a pro-rata basis of fees received will be issued.

Suitable Education Provider

- 3.19. Children of compulsory school age attending the nearest suitable school may be eligible for travel support as set out in this policy.
- 3.20. A suitable school is taken to mean the nearest qualifying school with places available that provides education appropriate to the age, ability and aptitude of the child, and any SEND that the child may have, or the place, other than a school, where they are receiving education by virtue of arrangements made under Section 19(1) of the Education Act 1996.
- 3.21. Qualifying education providers are:
- Community schools, foundation schools, voluntary aided and voluntary controlled
 - Schools.
 - Academies (including those which are free schools, university technical colleges, Studio schools and special schools).
 - Alternative provision academies.
 - Community or foundation special schools.
 - Non-maintained special schools.
 - Pupil referral units.
 - Maintained nursery schools (where attended by a child of compulsory school age).
 - City technology colleges and city colleges for the technology of the art.
- 3.22. For children with SEND, an independent school can also be a qualifying school where it is assessed to be the nearest, most suitable school and it is named on the child's Education, Health and Care Plan (EHCP). Where attendance at an independent school is based on parental or carer preference and not named in the EHCP, travel support will not be awarded.
- 3.23. Where a child is registered at more than one qualifying school (Dual Registration), the relevant educational establishment is whichever of the schools the child is attending at the relevant time.
- 3.24. Where a child is registered at a school but is attending a place other than that school as a result of a temporary exclusion, eligibility will apply in relation to the educational setting which they are attending for the duration of that exclusion.
- 3.25. Parents or carers applying for mainstream school provision, for a child who does not have an EHCP, who wish to apply for travel support must list their nearest three suitable schools on their school application form when applying for a school place in the normal admissions round.
- 3.26. Parents or carers can find out which schools are the nearest suitable schools at the following link: [My Nearest \(southampton.gov.uk\)](https://www.southampton.gov.uk).
- 3.27. Where a child has begun attending a school that is not their nearest because their nearest school was unable to offer them a place and a place subsequently becomes available at the nearer school, if a parent or carer chooses not to move their child to the nearer school, the

child's travel support will not be withdrawn if moving to the nearer school would be likely to cause significant disruption to their education.

- 3.28. If a parent or carer decides to move home and chooses for their child to remain at their existing school, including when a child is in years 10 and 11, the parent or carer needs to consider the cost and distance of travel to the existing school as part of their move costs because travel support is unlikely to be awarded based on distance and the child will not normally be eligible for school travel support. There may be exceptions where there are exceptional circumstances for the move, for example a change to the family structure or employment status, whereby an exceptional circumstances application can be made, and it will be unlikely to apply to children where travel support has been awarded on an exceptional basis.

Designated Home Address

- 3.29. The designated home address will be defined as the address at which the child resides and spends most of their time. In cases where a child has a shared living arrangement, such as equal shared custody for separated parents or carers, the local authority determines the child's designated home address, based on the address at which the recipient of the child benefit resides. If no child benefit is received, the designated home address will be determined by the address at which the child is registered at their GP surgery. When the child stays at another address, they will not qualify for any travel arrangements other than those provided from the designated home address.
- 3.30. Where a child has no fixed abode, travel support will apply from wherever the child is residing at the relevant time to the nearest suitable school.

Vehicle Transport Travel Arrangements

- 3.31. Where vehicle travel support (taxi, minibus, wheelchair accessible vehicle or coach) is provided as the travel support option, it will only be given for travel to school at:
- The start and end of the school day; or
 - Where the pupil is attending residential provision, at the start and end of their provision periods as agreed by Southampton City Council.
- 3.32. Where a child is on a reduced timetable and requires school travel at the start and end of their scheduled hours, school travel provision will be considered on a case-by-case basis and will be regularly reviewed.
- 3.33. Travel support will not be provided outside of a school's core hours, including before and after school events, such as breakfast clubs and sports events.
- 3.34. Schools are expected to give reasonable notice to Southampton City Council of any changes to provision hours. If additional costs arise associated with a change in provision hours, Southampton City Council reserves the right to make arrangements for all or part of those costs to be charged to the school concerned.
- 3.35. Travel support will be arranged to be as easy and comfortable as possible. Acknowledging that there may occasionally be transport network disruption on travel routes that is out of Southampton City Council's control, Southampton City Council will aim for a maximum journey time of 45 minutes for children in mainstream primary settings, and 75 minutes for children in mainstream secondary settings.
- 3.36. In exceptional circumstances, for children attending specialist provision to meet their SEND needs, journey times may be longer.

- 3.37. Distances in relation to eligibility for travel support will be measured by the shortest reasonable walking route, by which a child may walk safely. In cases where extended rights apply and the child is travelling more than 3 miles (up to 6 miles or up to 15 miles to a school preferred on the grounds of religion or belief) walking routes do not apply, and the shortest route will be measured along road/driving routes.
- 3.38. Changes to transport arrangements, including the Transport Operator, vehicle, Driver or Passenger Assistant, may be necessary and may be made at short notice.

Vehicle Transport Pick-up/Drop-off Points

- 3.39. Where appropriate and reasonable, parents or carers may be expected to take their child to and from a pick-up/drop-off point. Pick-up/drop-off points will be within 1 mile of the child's home address.
- 3.40. Parents or carers are responsible for the safety of their child until they board and after they exit the vehicle. If the parent or carer is not at the drop-off point to meet their child, the child will be placed into the care of the duty social worker from Southampton City Council's Children's Social Care Service.

Changes of Circumstances

- 3.41. Parents or carers should notify Southampton City Council's School Travel Service of any change of circumstances or address with as much notice as reasonable possible, but with a minimum of 10 working days' notice.
- 3.42. In the case of a change of home address, eligibility will be reassessed based on the new address.
- 3.43. To notify the School Travel Service of a change in circumstances, please contact the School Travel Service via email at: travel.coordination@southampton.gov.uk or write to: School Travel Service, Civic Centre, Southampton, SO14 7LY.
- 3.44. The normal eligibility will apply to the children of families where closure or reorganisation of schooling in the city takes place. Exceptional Circumstances Criteria may be taken into consideration in cases where travel support would minimise significant disruption to the child's education.

Unacceptable Behaviour

- 3.45. Southampton City Council reserves the right to review travel support where a child's behaviour is deemed unacceptable, for example, but not limited to, being rude, pushing or kicking, bullying, distracting the driver, refusing to wear a seatbelt or refusing to remain seated, and where it may threaten the safety of the other passengers, the Driver and the Passenger Assistants, or could cause or has caused damage to a vehicle.
- 3.46. Southampton City Council will work with the child, their parent and carer, the school and the transport operator to put in place measures to manage unacceptable behaviour where it occurs.
- 3.47. Where travel support is removed, Southampton City Council will engage with parents and carers to provide suitable alternative travel support when it is safe to do so.

Lost, Stolen or Misused Bus Passes

- 3.48. Where a bus or rail pass or other travel pass is lost, the pass holder (or their parent or carer) is

responsible for any administrative charges made by the bus company or other issuer. Southampton City Council will not meet the costs of administrative charges for lost or stolen passes. Stolen travel passes will normally not incur an administrative charge for replacement if a police crime number is provided by the child or their parent or carer.

3.49. If a bus or rail pass is misused, for example, the pass is not being used by the intended person, the bus or rail pass will be withdrawn.

Appeals Process

3.50. Parents and carers are entitled to appeal against the type of travel support that is offered and decisions where Southampton City Council has decided not to provide travel support.

3.51. The appeals process is split into two stages; Stage 1 and Stage 2.

3.52. Stage 1 of the appeals process is a review of the decision by a senior officer(s) at Southampton City Council. A request for a review of the decision must be made within 20 working days of receiving the decision by Southampton City Council. Requests should detail why the parent or carer believes the decision should be reviewed and give details of any personal and/or family circumstances the parent or believes should be considered when the decision is reviewed. Requests can be submitted by email to: travel.coordination@southampton.gov.uk or write to: School Travel Service, Civic Centre, Southampton, SO14 7LY. Following the review, a decision will be made, and a response will be provided in writing to the appellant within 20 working days of receiving the appeal. This will clearly explain:

- Whether the original decision is being upheld.
- Why the decision was reached.
- How the review was conducted.
- The factors considered in reaching the decision.
- Any other agencies or departments that were consulted as part of the review.
- Information about how the parent or carer can escalate the case to Stage 2 of the appeals process (if appropriate).

3.53. Following the Stage 1 review, appellants have a further 20 working days to escalate the matter to Stage 2.

3.54. Stage 2 of the appeals process will consist of a review by an independent panel. An appeal form can be requested from the School Travel Service by email at: travel.coordination@southampton.gov.uk or write to: School Travel Service, Civic Centre, Southampton, SO14 7LY.

3.55. The appeal form asks the parent or carer to explain why they believe Southampton City Council should review its decision and the parent or carer is asked to include any information they would like to be considered as part of the review. The panel members will be independent of the original decision-making and the Stage 1 appeals process but may not be independent of Southampton City Council. Parents or carers may attend an appeal hearing if they wish, virtually or in person, to present their case. Where a parent or carer does not wish, or is unable, to attend a hearing, the panel will make its decision based on the parent or carer's written representations.

3.56. The Stage 2 review will take place within 40 working days of the parent or carer notifying Southampton City Council that they wish to escalate their appeal to Stage 2. The panel will consider information provided at Stage 1 of the appeal, any additional information provided,

and any oral representations made at Stage 2.

3.57. A decision will be made and within 5 working days of the panel meeting and detailed written notification of the outcome will be provided to the appellant. This will clearly explain:

- Whether the original decision has been upheld.
- Why the decision was reached.
- How the review was conducted.
- The factors considered in reaching the decision.
- Which, if any, other agencies or departments were consulted as part of the review.

3.58. Where travel support is found to have been granted in error, 4 weeks' notice or notice to the end of the current half term will be given, whichever is the shorter period, to allow families and carers time to make other arrangements.

3.59. Where entitlement has been denied in error, travel support will be arranged as soon as possible and consideration will be given to reimbursing parents or carers retrospectively from the date of the application for travel support, with a normal time limit of the start of the academic year in question.

3.60. Parents or carers may complain to the Local Government and Social Care Ombudsman if they believe Southampton City Council has made a mistake in the way it has handled their case. If a parent or carer considers the decision of the independent appeals panel to be flawed on public law grounds, they may apply for a judicial review.

3.61. Further details about the appeals / complaints procedures are set out in **Appendix 3** of this policy.

Policy Review

3.62. The School Travel Policy for Children of Compulsory School Age will be reviewed on an annual basis and updated where required.

3.63. Where changes are made to the policy that may affect a child's eligibility for school travel support, the policy will be subject to a public consultation with:

- Schools whose pupils will be affected by the proposed changes, including those located in other local authority areas.
- Parents and carers whose children will (or may) be affected by the proposed changes, including those whose children attend school in a neighbouring authority, and those whose children may be affected in the future – for example, because they live in the catchment area of, or attend the feeder school of, a school affected by the proposed changes.
- The Southampton Parent Carer Forum.

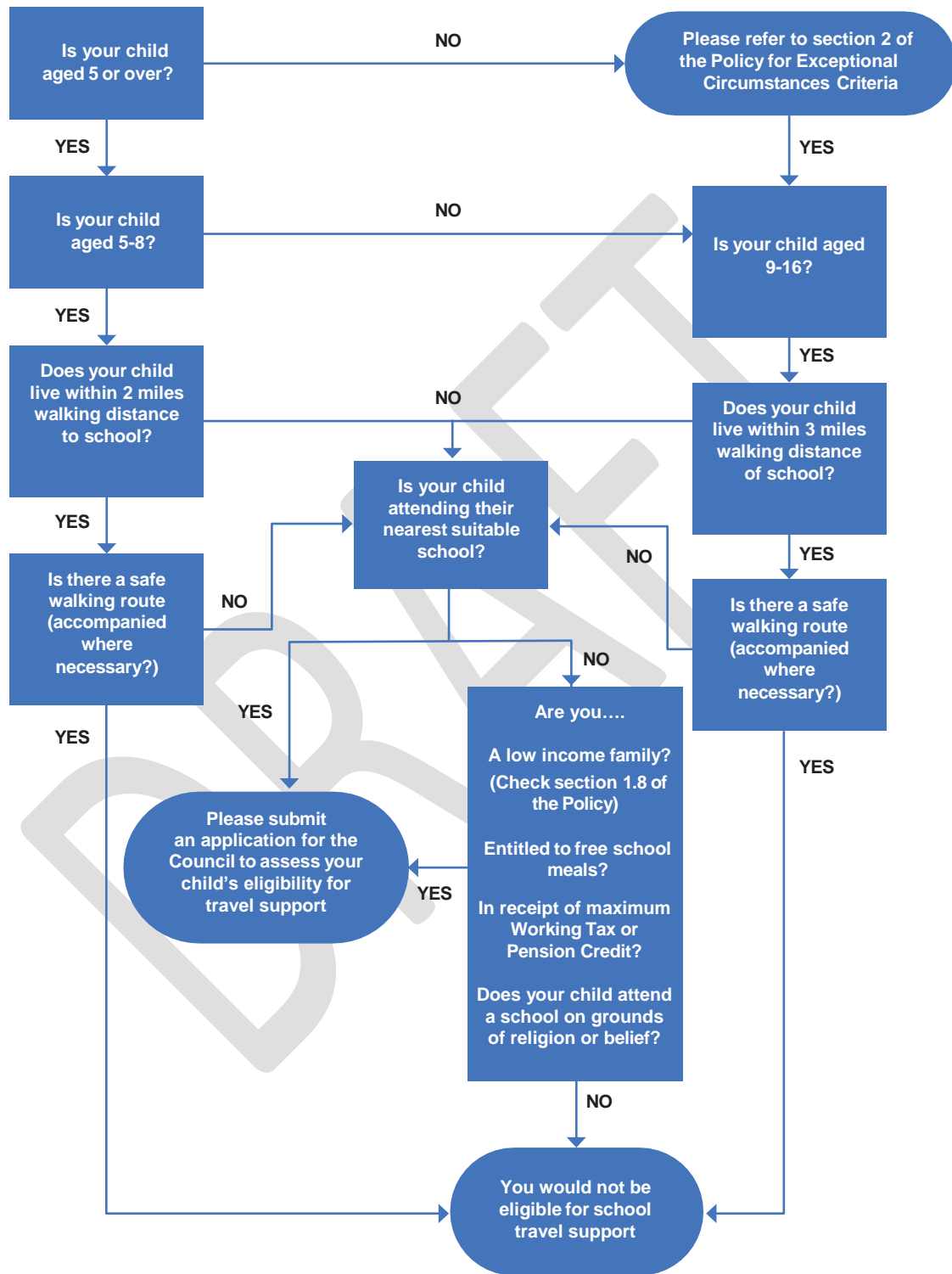
3.64. The consulting period will last for at least 28 working days during term time, before any changes are agreed.

[END]

Appendix 1 – School Travel Service Eligibility Summary

School Travel Support Eligibility Table - School Aged Children: Reception Year to Year 11	
Who are we helping?	What are the criteria?
Children living further than the statutory walking distance from their nearest most suitable school	<p>For children below the age of 8, travel support will be awarded where the distance between home and their nearest most suitable school is more than 2 miles from their home.</p> <p>For children over the age of 8, travel support will be awarded where the distance between home and their nearest most suitable school is more than 3 miles from their home.</p> <p>Children who cannot be reasonably expected to walk to school because the walking route is deemed unsafe will be eligible for travel support.</p>
Children with an Education Health or Care Plan (EHCP)	Children attending their designated most suitable school that can meet their need who are unable to walk to school (accompanied or unaccompanied) by reason of their special educational needs and/or disability will be considered eligible for travel support.
Children of parents or carers with a disability	Children who live within the walking distance criteria of the nearest suitable school (or designated school if it is not the nearest) but the route relies on a disabled parent/carer accompanying the child for it to be considered safe, and the parent/carer's disability prevent them from doing so will be considered eligible for travel support.
Children whose families meet the low-income criteria	<p>Travel support will be provided where:</p> <ul style="list-style-type: none"> • The nearest school is more than 2 miles from their home (for children over the age of 8 and under 11). • The nearest school is between 2 and 6 miles from their home (if aged 11-16 and there are not three or more suitable nearer schools). • The school is between 2 and 15 miles from their home and is the nearest school preferred on the grounds of religion or belief (aged 11-16).

Appendix 2 – Diagram to Show Eligibility of Children of Compulsory School Age



Appendix 3 – School Travel Service Appeals and Complaints Procedure

1.0 Summary

- 1.1 Southampton City Council has adopted the process recommended by the Government's statutory guidance for home to school travel should parents, carers or post-16 students wish to appeal a travel application outcome which includes a two-stage process:
 - Stage 1: review of a decision by Southampton City Council for travel support by two Senior Officers, and where this has not resolved the matter,
 - Stage 2: appeal against a decision where an appeal hearing will be held by an independent Appeals Panel
- 1.2 This document details Southampton City Council's procedure for school and post-16 travel support appeals and complaints.

2.0 Right of Appeal

- 2.1 Parents, carers and post-16 students with concerns about Southampton City Council's decision on their travel support application are entitled to request that the decision is reviewed, and where this has not resolved the matter, to appeal against a decision.
- 2.2 Appeals may relate to:
 - the travel arrangements offered
 - a child or student's eligibility
 - the distance measurement in relation to statutory walking distances
 - the safety of the route
- 2.3 Common concerns include, but are not limited to:
 - the child/student's eligibility
 - the transport arrangements offered
 - the distance measurement in relation to statutory walking distances
 - unsuitability (safety) of the route to school / an education setting
 - financial concerns
 - ill health/disability of the parent, carer or child / student
 - administrative errors and application of the law
- 2.4 Parents, carers or post-16 students may not request a review or appeal on the grounds that they disagree with the road safety assessment undertaken by a qualified road safety officer. However, they may appeal if they consider there are exceptional personal circumstances that need to be taken into consideration by Southampton City Council.
- 2.5 The review can only consider whether the relevant policies have been applied appropriately.
- 2.6 The process that must be followed is set out in this document.

3.0 Appeal Panel

- 3.1 Stage 1 reviews are undertaken by two Southampton City Council Senior Officers representing the School Travel Service and either the Education and Admissions Service or the SEND Service and will be independent of the original decision-making process.
- 3.2 Stage 2 appeals are heard by an independent Appeal Review Panel and will be independent of the original decision-making process and the Stage 1 review. The panel will be suitably experienced (at the discretion of Southampton City Council), to ensure a balance is achieved between meeting the needs of the parents, carers and post-16 students and Southampton City Council, and that road safety

requirements are complied with, and no child or student is placed at unnecessary risk.

4.0 Stage 1 – Review of the Decision

- 4.1 A parent, carer or post-16 student has 20 working days from receipt of the Southampton City Council's travel support decision to make a written request asking for a review of the decision.
- 4.2 The written request should detail why the parent, carer or post-16 student believes the decision should be reviewed and give details of any personal and/or family circumstances the parent, carer or post-16 student believes should be considered when the decision is reviewed.
- 4.3 Supporting evidence can be provided as appropriate.
- 4.4 Requests must be submitted by email to travel.coordination@southampton.gov.uk. Alternatively, requests can be received by post: School Travel Service, Southampton City Council, Civic Centre, Southampton. SO14 7LY.
- 4.5 A review of the decision on travel support will be undertaken, together with consideration of any information and supporting evidence received with the written request.
- 4.6 The Appeal Review Panel will review the original decision and provide a written Stage 1 response within 20 working days of receipt of the Stage 1 written request.
- 4.7 The response will include detailed information about the outcome of their review, setting out:
 - whether the original decision is being upheld
 - why the decision was reached
 - how the review was conducted (including the standard followed e.g., Road Safety GB)
 - information about other services and/or agencies that were consulted as part of the process
 - what factors were considered
 - information about how the parent carer or post-16 student can escalate their case to Stage 2 (if appropriate)

5.0 Stage 2 – Appeal of the Stage 1 Decision

- 5.1 A parent, carer or post-16 student has 20 working days from receipt of Southampton City Council's Stage 1 written decision notification to escalate the matter to Stage 2.
- 5.2 All appeals must be submitted in writing using the application form provided by Southampton City Council.
- 5.3 Supporting evidence can be provided as appropriate.
- 5.4 Appeal applications will be acknowledged in writing within 5 working days of receipt.
- 5.5 Within 40 working days of receipt of the appeal application, an independent Hearing Appeal Panel will consider written and verbal representations from both the Appellant and Officers involved in the case.
- 5.6 The Appellant will be invited to present their appeal case to the Hearing Appeal Panel at a formal appeal hearing.
- 5.7 Appeal hearings will be held during the normal working day only.
- 5.8 Appellants unable to attend the appeal hearing can send a friend, relative, or other representative to attend on their behalf but must notify Southampton City Council in advance of the appeal hearing.
- 5.9 Legal representation is not permitted.
- 5.10 Further correspondence will be issued, which will include a date and time for the appeal hearing.

- 5.11 At least 5 days prior to the appeal hearing, Appellants and the Southampton City Council's Hearing Appeal Panel will receive a copy of the case papers and any supporting documentation for consideration at the appeal hearing.
- 5.12 The Hearing Appeal Panel Chair will provide a detailed written notification of the outcome to the Appellant (within 5 working days), setting out:
 - whether the original decision is being upheld
 - why the decision was reached
 - how the review was conducted (including the standard followed e.g., Road Safety GB)
 - information about other departments and/or agencies that were consulted as part of the process
 - what factors were considered
 - information about the right to put the matter to the Local Government Ombudsman (see below)
- 5.13 The Hearing Appeal Panel will consider an appeal on the basis of the information received in writing if an Appellant is unable to attend the appeal hearing or send a representative.

6.0 Appeal Hearing Procedure

- 6.1 The Hearing Appeal Panel will comprise three to five members, one of which will Chair the appeal hearing.
- 6.2 A Presenting Officer will attend the appeal hearing to present the case for the travel support decision.
- 6.3 A note taker will attend the appeal hearing to make a record of the meeting.
- 6.4 At the start of the appeal hearing, the Chair of the Hearing Appeal Panel will introduce all attendees and will explain the procedure before continuing.
- 6.5 The Hearing Appeal Panel may ask anyone questions at any time or may alter the order at any time.
- 6.6 The appeal hearing procedure is as follows:
 - 1) The Presenting Officer will explain the reasons for the travel support decision.
 - 2) The Hearing Appeal Panel may ask the Presenting Officer questions.
 - 3) The Appellant/Representative may ask the Presenting Officer questions.
 - 4) The Appellant/Representative will explain the grounds of the appeal and its desired outcome.
 - 5) The Hearing Appeal Panel may ask the Appellant/Representative questions.
 - 6) The Presenting Officer may ask the Appellant/Representative questions.
 - 7) The Presenting Officer will be asked to summarise their case.
 - 8) The Appellant/Representative will be asked to summarise the grounds of their appeal.
 - 9) The Appellant/Representative and the Presenting Officer will be asked to leave the room, and the Hearing Appeal Panel will make its decision.
- 6.7 In reaching their decision the Appeals Panel:
 - may agree to consider only written evidence for either or both parties
 - must have regard to Southampton City Council's School Travel Service Policy and Post-16 Travel Service Policy Statement
 - will begin by reviewing the application of Southampton City Council's School Travel Service Policy and Post-16 Travel Service Policy Statement to ensure compliance with published arrangements
 - has a responsibility to consider the most cost-effective travel solutions to ensure an efficient use of public funds
- 6.8 The outcome of the Hearing Appeal Panel will be one of the following:
 - uphold the appeal
 - decline the appeal

- partially uphold the appeal. This can include meeting the appellant's wishes in part or for a time-limited period. At the end of the time-limited period, the Hearing Appeal Panel can reconsider the circumstances and may request additional information, for example up to date medical records or school / education setting attendance records
- 6.9 Following the Stage 2 outcome, there is no further opportunity to appeal the travel support decision with Southampton City Council.
- 6.10 For cases that have been upheld by the Hearing Appeal Panel, arrangements for the agreed level of travel support will be made as soon as reasonably practical.

7.0 Local Government Ombudsman

- 7.1 If an appellant considers that there has been a failure to comply with the procedural rules or if there are any other irregularities in the way an appeal was handled, they may have a right to refer the matter to the Local Government Ombudsman.
- 7.2 The Ombudsman cannot question a local authority's decision if it has been made properly and fairly.
- 7.3 The Ombudsman will not normally consider a complaint until the two-stage review and appeals process has concluded.
- 7.4 An appellant can find out how to make a complaint to the Ombudsman at: www.lgo.org.uk.
- 7.5 Further information is published online by the Local Government Ombudsman at: <http://www.lgo.org.uk/make-a-complaint/fact-sheets/education/school-transport>

8.0 Repeat Applications

- 8.1 Once a decision on an application has been made, including any review or appeal decisions, further applications for assisted travel in relation to the same child at the same school / education setting cannot be accepted. The exception to this is where Southampton City Council, or body appointed, is satisfied that there has been a significant and material change in circumstances since the original application was considered.
- 8.2 Where Southampton City Council determines a change to its School Travel Policy or Post-16 Travel Service Policy Statement, parents, carers, and post-16 students affected by the change can apply for a review and appeal in accordance with the arrangements set out in this procedure.

9.0 Complaints

- 9.1 Complaints about service delivery shall be made in accordance with the Southampton City Council's Corporate Complaints Procedure. Complaints will not be accepted if simply seeking to challenge the decision following the review and appeal process set out above (in respect of which the appeal panel decision is binding and outside the scope of the Southampton City Council's Complaints Policy).
- 9.2 Complaints about Southampton City Council's School Travel Service (rather than an appeal outcome) can be made via the website at: <https://www.southampton.gov.uk/council-democracy/have-your-say/comments-complaints/complaints/>

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**Southampton City Council
Post-16 Travel Service Policy Statement for
Young People and Young Adults
to Support Education and Training
2025-2026**



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Post-16 Travel Service Policy Statement for Young People and Young Adults to Support Education and Training 2025-2026			
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Contact	annamarie.hooper@southampton.gov.uk	Effective date	

Introduction

- I. This Post-16 Travel Service Policy Statement for Young People and Young Adults to Support Education and Training 2025-2026 (Post-16 Travel Service Policy Statement) sets out Southampton City Council's approach to the operation of the School Travel Service in Southampton for young people of sixth form age; 16-18 year olds (over compulsory school age but under 19 years of age) and young people with Education, Health and Care Plans (EHCP) aged under 25 years where they are continuing a course started before their 19th birthday.
- II. This Post-16 Travel Service Policy Statement sets out the Southampton City Council's responsibility for sixth form age duty to ensure that young people of sixth form age are able to access the education and training of their choice, and if support for access is requested, how it will be assessed and provided where necessary.
- III. Additionally, this Post-16 Travel Service Policy Statement sets out the arrangements for the adult transport duty for the provision of travel support to those with the most severe disabilities with no other means of transportation to ensure they are able to undertake further education and training after their 19th birthday to help them move towards more independent living, in respect of:
 - a. Young adults (i.e. those who are aged 19 or over) for the purpose of facilitating their attendance at local authority maintained or assisted further or higher education institutions or institutions within the further education sector where they are attending a course which they started after their 19th birthday; and
 - b. Young adults with an EHCP (which can only be maintained up until the age of 25) for the purpose of facilitating their attendance at institutions where they are receiving education or training outside the further and higher education sectors where they are attending a course which they started after their 19th birthday. For those young adults, the local authority's duty only applies where the local authority has secured the provision of education or training at that institution and the provision of boarding accommodation in connection with that education or training.
- IV. The purpose of this Post-16 Travel Service Policy Statement is to set out the framework within which Southampton City Council will deliver its statutory responsibilities to provide travel support for eligible post-16 learners; young people and young adults, under the Education Acts 1996 and 2011, and the Equality Act 2010.
- V. The statutory walking distance of 3 miles to school (along the nearest available route) for those of compulsory school aged 8 and over is set out under section 444(5) of the Education Act 1996. This can be taken into account by local authorities in defining the distance a young person might reasonably be expected to walk to access education or training.
- VI. Where this Post-16 Travel Service Policy Statement refers to a young person/people and young adults (or adult learners) collectively, they will be referred to as 'students'.
- VII. This Post-16 Travel Service Policy Statement is for students, however, Southampton City Council understands that in some cases, students may delegate authority for their parent or carer to undertake applications, appeals and discussions relating to travel support on their behalf.
- VIII. This Post-16 Travel Service Policy Statement will refer to education and training providers as 'education settings'.

- IX. The legislation gives local authorities the discretion to determine what travel and financial support are necessary to facilitate student attendance. The local authority must exercise its power to provide travel or financial support reasonably, taking into account all relevant matters.
- X. This Post-16 Travel Service Policy Statement applies to students whose permanent home address is within the administrative boundaries of Southampton City Council. Students studying in, but not resident in Southampton, should refer to the relevant transport policies issued by the local authority in their resident area.

Legislative Context and other Related Documents

- XI. This Post-16 Travel Service Policy Statement takes into consideration how Southampton City Council will deliver its statutory duties to provide travel support as set out in the Education Acts, which outline the categories of students who are eligible for local authority funded travel support.
- XII. This Post-16 Travel Service Policy Statement fulfils the requirements of Section 509 of the Education Act 1996 as amended by the Education Act 2002 and the Apprenticeships, Skills, Children and Learnings Act 2009 in relation to post-16 learners.
- XIII. This Post-16 Travel Service Policy Statement takes into consideration the requirements of the Equality Act 2010.
- XIV. This Post-16 Travel Service Policy Statement also reflects the requirements set out in:
 - Department for Education's Post 16 transport and travel support to education and training statutory guidance for local authorities, January 2019.
 - Part 5 of the Transport Act 1985.

1. Travel Support for Young People and Young Adults in Further Education and Training

Support Provided by Local Education and Training Providers

- 1.1. Discounts and concessionary fares may be available to learners through individual education and training providers. Details of schemes available through local providers (within Southampton and neighbouring areas) are available in **Appendix 2**.

The 16-19 Bursary Fund

- 1.2. The 16 to 19 Bursary Fund provides financial support to help young people overcome specific barriers to participation so they can remain in education. There are two types of bursaries; a vulnerable bursary and a discretionary bursary, details of both are available in **Appendix 3**.

Young Parents / Care to Learn

- 1.3. For young parents under 20, Care to Learn can help you pay your childcare and related travel costs, up to £160 per child per week, while you are learning. More details are available in **Appendix 4**.

Travel Support Provided by Southampton City Council

- 1.4. Local authorities do not have to provide free or subsidised post-16 travel support.
- 1.5. Southampton City Council will direct the applicants to explore all options for bursaries and support available in the first instance.
- 1.6. Where a young person is of 'sixth form age' and up until the age of 25 and attending a further education provision or an apprenticeship placement, legislation gives local authorities the discretion to determine what travel support is necessary to facilitate a student's attendance.
- 1.7. Southampton City Council recognises that travel support to enable students to get to and from an education setting can have a positive impact on some vulnerable students and may provide travel support to facilitate the attendance of all persons of sixth form age to young adults up until the age of 25 receiving education or training and will assess each student on a case-by-case basis.
- 1.8. Education or training refers to learning or training at a school, further education institution, a council maintained or assisted institution providing higher or further education, an establishment funded directly by the Education Skills Funding Agency, learning providers delivering accredited programmes of learning which lead to positive outcomes and are funded by the council, for example, colleges, charities and private learning providers.
- 1.9. Travel support will be considered by Southampton City Council's SEND team for students with an Education Health and Care Plan (EHCP) or by a panel of Southampton City Council Officers from the SEND team and the School Travel Service for exceptional circumstances applications for students with SEND or limited mobility who do not have an EHCP, and travel support will be provided based on assessed need.
- 1.10. The following factors will be taken into consideration when assessing the provision of travel support for students. The list is not exhaustive and is not limited to these factors and travel support will not be automatically awarded based on these factors.
 - The educational outcomes of the student.
 - The health and wellbeing of the student, parent or carer and other family members.
 - Duties under the Equalities Act 2010.
 - Health and safety risks to the student or others that may apply if they travelled to their education setting without support.

- Extraordinary circumstances that arise of a parent or carer's work or caring commitments.
- Extraordinary circumstances that arise in relation to a student's parental or care duties.
- A special need or medical condition that may prevent the student from walking to school or using public transport.
- A special need or medical condition that may prevent parents or carers from being able to accompany the student, and it is reasonable to expect that the student requires accompaniment.

- 1.11. Southampton City Council will only offer travel support to students attending the nearest education setting which offers a course of programme which meets the needs of the student, taking into consideration the age, ability and aptitude of the student (including any SEND requirement) and the course that they would like to study.
- 1.12. For eligible students, Southampton City Council will offer the most sustainable, cost-effective, suitable method via a hierarchy of travel support as assessed by Southampton City Council. More details about the travel support options can be found in **Section 2** of this policy statement.
- 1.13. The statutory duty for education provision for post-16 education is 18 hours over three days a week, therefore, Southampton City Council will work with post-16 education providers to offer 18 hours over three days where possible to reduce the travel support commitment. Travel support will still be provided where education settings cannot meet this.
- 1.14. In exceptional cases where the provision of a vehicle is assessed as the appropriate form of travel support:
- Travel support will be provided to the education setting that is assessed by Southampton City Council to be the nearest suitable placement for the student and which offers a course or programme which meets the needs of the applying student.
 - Where a suitable course cannot be provided in Southampton, Southampton City Council will offer travel support to the next nearest education setting offering the appropriate course that meets Southampton City Council's assessed needs or a student's needs.
- 1.15. For young people who have deferred a year and are therefore still at school beyond 16 years of age, travel support will be considered on a case-by-case basis where the child has previously, until age 16 years, been eligible for travel support.
- 1.16. All students carrying on their education post-16 must reapply for travel support.
- 1.17. Students must reapply for travel support when changing to another course within the same education setting or a different education setting; the travel support eligibility does not transfer from course to course or to an alternative education setting.
- 1.18. The period for which travel support is awarded will be dependent on the individual circumstances of the student and may be for a fixed time period, or ongoing with an agreed review frequency.

Post-19 Adult Learners

- 1.19. Students over the age of 19 are considered 'adult learners'. Under Section 508F of the Education Act 1996, Southampton City Council has a duty to make arrangements for the provision of travel support free of charge, as appropriate and in line with the adult learner's Education, Health and Care Plan (EHCP).

- 1.20. Adult learners over the age of 19 and under the age of 25 may qualify for travel support under this provision. Travel support for eligible adult learners eligible will be provided free of charge.
- 1.21. This will only apply to post-19 adult learners who are receiving further education at an education setting and are in receipt of an EHCP.
- 1.22. Post-19 adult learners will be required to evidence why is necessary for the Southampton City Council to provide travel support and why the adult learner cannot use other entitlements for their travel, such as use of a mobility vehicle, a bursary or discretionary support from an education setting, or whether the student has support from the Council's social care service to assist with travel.
- 1.23. Adult learners' eligibility for travel support and the type of provision offered will be assessed by Southampton City Council having regard to a learner's assessed needs as set out in their EHCP, and travel support will still be provided to eligible young adults who have evidenced that they have explored alternative options before applying for travel support.

Students with Medical Conditions

- 1.24. Travel support for a student may be provided where written evidence from a GP or hospital consultant (or other appropriate independent professional) is provided stating:
- What medical or mental health conditions the student has and how this affects their ability to walk to and from their education setting.
 - The student cannot walk the given distance to and from their education setting.
 - How long the situation is likely to last.

Parent or Carer Medical Conditions

- 1.25. Travel support may be provided where written evidence is provided from a GP or hospital consultant (or other appropriate independent professional) confirming that the student requires accompaniment to and from their education setting. In addition, the written evidence provided must include:
- What medical or mental health condition the parent or carer has where they are the only adult responsible for taking the student to and from an education setting and how this affects their ability to accompany the student to and from the education setting.
 - How long the situation is likely to last.

Appeals Process

- 1.26. Students have a right to appeal against the decision made by Southampton City Council to provide travel support. The appeals process is outlined in **Section 2** of this policy statement and is set out in more detail in **Appendix 5**.

2. Additional Information

Applying for Travel Support

- 2.1. Students who wish to apply for travel support can do so by completing Southampton City Council's School Travel Service form, details of which can be found at: <https://www.southampton.gov.uk/schools-learning/in-school/school-travel-support/>, or alternatively, a paper copy can be obtained by writing to the Southampton City Council at **School Travel Service, Civic Centre, Southampton. SO14 7LY** or by phoning Southampton City Council on **023 8083 2419**.

Travel Support Considerations

- 2.2. When considering what type of travel support is appropriate for each student, Southampton City Council will consider:
- The age and maturity of the student.
 - The ability and aptitude of the student.
 - Any special educational needs the student may have.
 - The type of vehicle the student is travelling on, and the length of the journey.
 - The nature of the possible routes from home to an education setting, particularly in relation to safety.
 - Whether the student is physically able to walk the distance involved.
 - Whether the student needs to be accompanied and whether it is possible for the student to be accompanied
- 2.3. The travel support needs of young people with special educational needs and disabilities will be reassessed when a young person moves from compulsory schooling to post-16 education, even if the young person is remaining at the same education setting.
- 2.4. The statutory walking distance of 3 miles (along the nearest available route) used for those of compulsory school aged 8 and over for distance to school will be taken into account when defining the distance that a student might reasonably be expected to walk to access their education setting.
- 2.5. When considering whether a student's parent or carer can reasonably be expected to accompany the student on the journey, a range of factors will be taken into consideration, including the age of the student and whether one would ordinarily expect a student of that age to be accompanied.
- 2.6. Where travel support is found to have been granted in error, 4 weeks' notice or notice to the end of the current half term will be given, whichever is the shorter period, to allow students time to make other arrangements.

Travel Support Options

- 2.7. Local authorities have a duty to promote the use of sustainable travel on journeys to and from places of education in their area. If a student is eligible for travel support, this will be provided via the most sustainable, cost-effective, suitable method as assessed by Southampton City Council.
- 2.8. If a student is eligible for travel support, Southampton City Council will consider a range of options to establish the most appropriate option via a hierarchy of travel support.

2.9. The options for travel support will be considered by Southampton City Council in a clear hierarchical order, which is set out below:

1. Travel Training

Independent Travel Training (ITT) gives students the essential skills needed to travel independently either on foot, by other sustainable travel option, such as bike or manual scooter (not e-scooter), or by public transport.

Students with SEND will be assessed for ITT, allowing them to have the confidence and ability to travel independently after specialist training.

2. Sustainable Travel, Such as Bike or Scooter

If Southampton City Council offers ITT, it may provide a budget to the student to purchase a bike or a manual scooter (not e-scooter) and appropriate safety equipment. The value will be assessed by the Independent Travel Trainer based on the cost of a suitable bike or scooter and safety equipment when the travel support option is agreed.

If the student holds a provisional driving licence and is of appropriate age and a travel grant (see 4. Travel Grant below) is awarded as the travel support option, the travel grant may be used to contribute towards the cost of using a Voi e-bike/e-scooter.

3. Bus Pass/Rail Pass

A bus pass or a rail pass for the journey to and from the education setting provider will be provided to the student where it is determined that the student can travel independently to the education setting using the bus or rail service.

If Southampton City Council offers ITT, it may provide bus pass or a rail pass for the journey to and from the education setting, if using the bus or rail is the safest, most suitable way for a student to travel to and from the education setting.

4. Travel Grant

If travel support options 1-3 in the hierarchy are not suitable for the student, a travel grant will be provided to students to contribute towards the cost of the student making their own travel arrangements to the education setting. Please see **Sections 2.16-2.21** of this policy statement for more information.

5. Personal Travel Budgets (PTBs)

A PTB is mileage allowance which students can use in any reasonable way to get themselves to and from an education setting. Please see **Sections 2.22-2.27** of this policy statement for more information.

Independent Travel Training

2.10. Southampton City Council is committed to sustainable travel, and if travel support is agreed, it will be provided via the most cost-effective suitable method as assessed by the Southampton City Council School Travel Service.

2.11. All applications for post-16 students will be assessed for ITT.

- 2.12. All students already in receipt of travel support and that have an Education Health and Care Plan (EHCP), will be routinely considered, whether they are suitable for independent travel training.
- 2.13. Where Southampton City Council offers ITT as the travel support offer, a Travel Trainer will work with the student to build their confidence and ability to travel independently.
- 2.14. Independent Travel Training for pupils with SEND or limited mobility is tailored and practical help for those with SEND requirements is provided to support travel by public transport, on foot or by bike.
- 2.15. Further information on ITT is available at:
<https://myjourneysouthampton.com/education/independent-travel-training/>.

Travel Grant

- 2.16. Students who are assessed as being eligible for travel support, and only where independent travel support is not a suitable option, will be offered a travel grant (a sum of money) to contribute towards the cost for the student to make their own travel arrangements for the purpose of travel to and from their education setting.
- 2.17. The travel grant will be offered to all eligible new students starting post-16 education and continuing students starting a new course. This may also be preferable to post-16-18 young people who will be required to make a means tested contribution towards the cost of vehicle transport, **see Sections 2.30-2.33** of this policy statement. Students on a continuing course who continue to be assessed as eligible for travel support will continue with their current travel support arrangements.
- 2.18. The travel grant offered will be based on distance criteria from the student's home to their education setting as follows:
- Tier 1 – 0-5 miles: £1,200
 - Tier 2 – 5-8 miles: £1,500
 - Tier 3 – 9+ miles: £1,800
- 2.19. The travel grant will be paid to the student or their parent or carer termly, split into three equal payment instalments.
- 2.20. Southampton City Council reserves the right to withdraw the travel grant if the student does not meet attendance levels of at least 87%.
- 2.21. The travel grant will be reviewed annually. If Southampton City Council determines that it will increase the travel grant, the increase will be made on 1st September each year by up to, and no more than, the transport element of the Consumer Price Index (CPI).

Personal Travel Budgets (PTB)

- 2.22. Students who are assessed as being eligible for travel support may be offered a Personal Travel Budget (PTB) for the purpose of travel to and from their education setting.
- 2.23. The School Travel Service will assess whether it would be a suitable form of travel based on the student's ability to provide their own transport to and from their education setting.
- 2.24. A PTB will only be offered where it is a more cost-effective option than a suitable alternative option (unless in exceptional circumstances).

- 2.25. Provision will be reviewed periodically and if a more economical mode of travel becomes available, the student will be given notice of a change to the mode of travel, for example, eligibility for ITT.
- 2.26. The PTB is a mileage allowance based on the type of vehicle (standard or wheelchair accessible vehicle) used by the student or their parent or carer to transport the student to their education setting. A higher rate will be offered where a wheelchair accessible vehicle is used. Please see Southampton City Council's School Travel Service webpages at: <https://www.southampton.gov.uk/search/?query=school+travel+service> or current mileage rates.
- 2.27. Southampton City Council may also offer an additional flexible discretionary percentage increase on the base mileage rates depending upon the circumstances for the student and will consider on an exceptional basis, for example, they may have one or more siblings for which additional financial support towards the cost of breakfast and/or after school club or other childcare would enable them to take advantage of the PTB; the education setting is outside of the city boundary; or, an additional person is required to act as a Passenger Assistant.

Provision of Vehicle Transport (Taxi, Minibus or Wheelchair)

- 2.28. Southampton City Council recognises that in exceptional cases for some students, access to an education setting will not be possible without the provision of vehicle transport.
- 2.29. This may be due to various factors, including, but not limited to, the level of SEND of the student and their family circumstances.
- 2.30. Where a taxi, minibus or wheelchair accessible vehicle is offered as the travel support option to a young person of sixth form age (16-18 year olds), they will be required to contribute towards the cost of the travel support per young person.
- 2.31. In cases where the parent carer is responsible for the contribution payment (rather than the student), and where there is equal shared custody for separated parents or carers, the local authority determines the student's designated home address based on the address at which the recipient of the child benefit resides. If no child benefit is received, the designated home address will be determined by the address at which the student is registered at their GP surgery. If the GP surgery address is incorrect, the designated home address will be determined by the primary next of kin contact as registered with the student's education setting.
- 2.32. Where the young person or their parent or carer is in receipt of the maximum level of Working Tax Credit, Universal Credit or maximum Pension Credit (with an earned income of no more than £7,400 pa), the contribution will be 25% of the full contribution per year.
- 2.33. The contribution per year for a young person towards vehicle transport is based on the distance from the student's home to their education setting as follows:
- Tier 1 – 0-5 miles: £500 (means tested - £125)
 - Tier 2 – 5-8 miles: £1,000 (means tested - £250)
 - Tier 3 – 9+ miles: £1,500 (means tested - £375)
- 2.34. The consideration for the provision of vehicle transport will be reviewed on a case-by-case basis.
- 2.35. The Council cannot commit to provide vehicle transport from the start of the September term to new students attending a Post-16 education setting due to the time it takes to make vehicle transport arrangements following the notification of GCSE results at the end of

August and post-16 enrolment and timetable confirmation. The Council aims to have all vehicle transport arrangements in place by the start of October and a mileage claim can be made to cover reasonable travel expenses until vehicle transport arrangements are in place.

2.36. The Council cannot commit to provide vehicle transport from the start of the September term to existing students attending a Post-16 education setting if the Council needs to procure a new transport vehicle. In such cases, the Council aims to have all vehicle transport arrangements in place by the start of October, and a mileage claim can be made to cover reasonable travel expenses until vehicle transport arrangements are in place.

Passenger Assistants

2.37. Passenger Assistants are provided in individual cases where Southampton City Council feels it is necessary to meet a student's individual needs and as identified by a risk assessment. The role of a Passenger Assistant will be to provide general supervision on a walking or vehicle transport journey and ensure that a student's journey to and from their education setting.

Privilege Places

2.38. Southampton City Council does not offer spare places known as 'privilege places' on a contract vehicle to a student who is not entitled to travel support, unless the student for whom a privilege place is requested lives at the same address as a student who is entitled to travel support and is travelling on the same vehicle. A contributory charge of £750.00 per annum, paid in three termly instalments of £250.00 per term will be charged towards the cost. Privilege places can be withdrawn if they are needed for eligible students and Southampton City Council has the discretion to remove the right of placement at any time. Southampton City Council will provide 10 days' notice of the offer withdrawal, and a pro-rata refund of fees received will be issued.

Suitable Education Provider

2.39. Students attending the nearest suitable education setting to offer their preferred course may be eligible for travel support as set out in this Post-16 Travel Service Policy Statement.

2.40. A suitable education setting is taken to mean the nearest qualifying establishment with places available that provides education appropriate to the age, ability and aptitude of the student, and any SEND that the student may have where they are receiving education by virtue of arrangements made under Section 19(1) of the Education Act 1996.

2.41. Qualifying education providers are:

- Community schools, special schools, voluntary aided and voluntary controlled with sixth form provision.
- Academies with sixth form provision (including those which are university technical colleges).
- Sixth Form Colleges.
- City technology colleges and city colleges for the technology of the art.
- Higher education institutions, such as universities.

2.42. Travel support will be provided to the nearest education setting assessed by Southampton City Council to be a suitable placement for the student, and which offers a course or programme which meets the needs of the applying student. Where a suitable course cannot be provided in Southampton, Southampton City Council will offer travel support to the next nearest education setting offering the appropriate course.

Designated Home Address

2.43. The designated home address will be defined as the address at which the student resides and spends most of their time. In cases where a student has a shared living arrangement, such as equal shared custody for separated parents or carers, the local authority determines the student's designated home address, based on the address at which the recipient of the child benefit resides. If no child benefit is received, the designated home address will be determined by the address at which the student is registered at their GP surgery. When the student stays at another address, they will not qualify for any travel arrangements other than those provided from the designated home address.

2.44. Where a student has no fixed abode, travel support will apply from wherever the student is residing at the relevant time.

Vehicle Transport Travel Arrangements

2.45. Where vehicle travel support (taxi, minibus, wheelchair accessible vehicle or coach) is provided as the travel support option, travel support will only be given for travel an education settings at:

- The official start and end of the education setting day or
- Where the pupil is attending residential provision, at the start and end of their provision periods as agreed by Southampton City Council

2.46. Where a student is on a reduced timetable and requires travel support at the start and end of their scheduled hours, travel support provision will be considered on a case-by-case basis and will be regularly reviewed.

2.47. Travel support will not be provided before and after education setting events, such as breakfast clubs and sports events.

2.48. Education providers are expected to give reasonable notice to Southampton City Council of any changes to provision hours. If additional costs arise associated with a change in provision hours, Southampton City Council reserves the right to make arrangements for all or part of those costs to be charged to the education provider concerned.

2.49. Travel support will be arranged to be as easy and comfortable as possible. Acknowledging that some colleges are outside of the City and that there may occasionally be transport network disruption on travel routes that is out of the council's control, Southampton City Council will aim for the journey to be as short as possible.

2.50. Changes to transport arrangements, including the Transport Operator, vehicle, Driver or Passenger Assistant, may be necessary and may be made at short notice

Vehicle Transport Pick-up/Drop-off Points

2.51. Where appropriate and reasonable, the student may be expected to meet a transport vehicle at a pick-up/drop-off point. Pick-up/drop-off points will be within 1 mile of the student's home address.

2.52. Parents or carers are responsible for the safety of their child until they board and after they exit the vehicle, unless it has been agreed in writing that the student can board and exit without the parent or carer needing to be at the pick-up or drop-off point. If the parent or carer is not at the drop-off point to meet their child, the student will be placed into the care of the duty social worker from Southampton City Council's children's social care department.

Changes of Circumstance

- 2.53. Students should notify the School Travel Service of any change of address, with as much notice as reasonable possible, but with a minimum of 10 working days' notice.
- 2.54. In the case of a change of home address, eligibility will be reassessed based on the new address.
- 2.55. To notify the School Travel Service of a change in circumstances, please contact the School Travel Service via email at: travel.coordination@southampton.gov.uk or write to: School Travel Service, Civic Centre, Southampton, SO14 7LY.

Unacceptable Behaviour

- 2.56. Southampton City Council reserves the right to review travel support where a student's behaviour is deemed unacceptable, in that it may threaten the safety of the other passengers, the Driver and the Passenger Assistants, or could cause or has caused damage to a vehicle. Where travel support is removed, Southampton City Council will engage with students to provide suitable alternative travel support when it is safe to do so.

Lost, Stolen or Misused Bus Passes

- 2.57. Where a bus or other transport pass is lost, the pass holder is responsible for any administrative charges made by the bus company or other issuer. Southampton City Council will not meet the administrative charges for lost or stolen tickets. Stolen travel passes will normally not incur an administrative charge for replacement if a police crime number is provided by the student.
- 2.58. If a bus or rail pass is misused, for example, the pass is not being used by the intended person, the bus or rail pass will be withdrawn.

Adult Learning and Support

- 2.59. For information about Adult Education and Community Learning, see the following link: <https://www.southampton.gov.uk/grow/people/adult-education/>.

Appeals Process

- 2.60. Students are entitled to appeal the type of travel support offered and decisions where Southampton City Council has decided not to provide travel support.
- 2.61. The appeals process is split into two stages; Stage 1 and Stage 2.
- 2.62. Stage 1 of the appeals process is a review of the decision by a senior officer(s) at Southampton City Council. A request for a review of the decision must be made within 20 working days of receiving the decision by Southampton City Council. Requests should detail why the student believes the decision should be reviewed and give details of any personal and/or family circumstances the student believes should be considered when the decision is reviewed. Requests can be submitted by email to: travel.coordination@southampton.gov.uk or write to: School Travel Service, Civic Centre, Southampton, SO14 7LY. Following the review, a decision will be made, and a response will be provided in writing to the appellant within 20 working days of receiving the appeal. This will clearly explain:
- Whether the original decision is being upheld.
 - Why the decision was reached.
 - How the review was conducted.
 - The factors considered in reaching the decision.

- Any other agencies or departments that were consulted as part of the review.
 - Information about how the appellant can escalate the case to Stage 2 of the appeals process (if appropriate).
- 2.63. Following the Stage 1 review, appellants have a further 20 working days to escalate the matter to Stage 2.
- 2.64. Stage 2 of the appeals process will consist of a review by an independent panel. An appeal form can be requested from the School Travel Service by email at: travel.coordination@southampton.gov.uk or write to: School Travel Service, Civic Centre, Southampton, SO14 7LY.
- 2.65. The appeal form asks the appellant to explain why they believe Southampton City Council should review its decision and the appellant is asked to include any information they would like to be considered as part of the review. The panel members will be independent of the original decision-making and the Stage 1 appeals process but may not be independent of Southampton City Council. Appellants may attend an appeal hearing if they wish, virtually or in person, to present their case. Where an appellant does not wish, or is unable, to attend a hearing, the panel will make its decision based on the appellant's written representations.
- 2.66. The Stage 2 review will take place within 40 working days of the appellant notifying Southampton City Council that they wish to escalate their appeal to Stage 2. The panel will consider information provided at Stage 1 of the appeal, any additional information provided, and any oral representations made at Stage 2.
- 2.67. A decision will be made and within 5 working days of the panel meeting and detailed written notification of the outcome will be provided to the appellant. This will clearly explain:
- Whether the original decision has been upheld.
 - Why the decision was reached.
 - How the review was conducted.
 - The factors considered in reaching the decision.
 - Which, if any, other agencies or departments were consulted as part of the review.
- 2.68. Where travel support is found to have been granted in error, 4 weeks' notice or notice to the end of the current half term will be given, whichever is the shorter period, to allow students to make other arrangements.
- 2.69. Where entitlement has been denied in error, travel support will be arranged as soon as possible and consideration will be given to reimbursing students retrospectively from the date of the application for travel support, with a normal time limit of the start of the academic year in question.
- 2.70. Students may complain to the Local Government and Social Care Ombudsman if they believe Southampton City Council has made a mistake in the way it has handled their case. If a student considers the decision of the independent appeals panel to be flawed on public law grounds, they may apply for a judicial review.
- 2.71. Further details about the appeals / complaints procedure is set out in **Appendix 5** of this policy.

Policy Review

2.72. The Post-16 Travel Service Policy Statement will be reviewed and updated annually.

2.73. Where changes are made to the Post-16 Travel Service Policy Statement that may affect a student's eligibility for travel support, it will be subject to a public consultation with:

- Education settings whose students will be affected by the proposed changes, including those located in other local authority areas.
- Parents and carers whose children will (or may) be affected by the proposed changes, including those whose students attend an education setting in a neighbouring authority, and those whose children may be affected in the future – for example, because they live in the catchment area of, or attend the feeder education setting of, an education setting affected by the proposed changes.
- The Southampton Parent Carer Forum.

2.74. The consulting period will last for at least 28 working days during term time, before any changes are agreed.

[END]

Appendix 1 – School Travel Service Eligibility Summary

Post-16 Travel Service Support Eligibility Table – Young People and Young Adults	
Who are we helping?	What are the criteria?
Young people of sixth form age; 16-18 year olds (over compulsory school age but under 19 years of age) and young people with Education, Health and Care Plans (EHCP) aged under 25 years where they are continuing a course started before their 19 th birthday.	Travel support will be provided for students with special educational needs and/or disabilities that have been assessed by Southampton City Council for travel support as set out in their Education, Health and Care Plan (EHCP).
Young adults (i.e. those who are aged 19 or over) where they are attending a course which they started after their 19 th birthday and young adults with an EHCP for the purpose of facilitating their attendance at institutions where they are receiving education or training outside the further and higher education sectors where they are attending a course which they started after their 19 th birthday.	<p>Travel support will be provided for adult learners over the age of 19, but under the age of 25 who are receiving further education at an education setting, and have been assessed by Southampton City Council for travel support as set out in their Education, Health and Care Plan (EHCP).</p> <p>Where adult learners are receiving education or training outside the further and higher education sectors, the local authority's duty only applies where the local authority has secured the provision of education or training at that institution and the provision of boarding accommodation in connection with that education or training</p>

Appendix 2 – Other Post-16 Travel Support Provision 2025/2026

To be updated when data for 2025/26 is released.

Provider	Bursary Name	Eligibility Criteria	More information	Contact Details
Southampton City College	City College Bursary	<p>Be aged between 16-18 on 31/8/24 (Now 16-19 due to Covid 19) Be one of the following: In Care/Care Leaver Receiving income support In receipt of DLA/PIP or ESA/UC.</p> <p>You or parent/carer in receipt of one of the following:</p> <ul style="list-style-type: none"> • Income support • Job seekers allowance • Pension credits • Employment and support allowance • Working tax credit/Child tax credit • Universal credit. <p>A household income of less than £29,000 per year.</p> <p>Enrolled on a course where City College is the nearest provider to home or live outside of Southampton.</p>	<p>Bursaries of £1,200 a year for the most vulnerable young people if your household income is less than £29,000, or £32,000 for travel support only.</p> <p>Discretionary bursaries based on individual need, such as help with the costs of travel, equipment or meals.</p> <p>A £25 Admin fee will be charged for a replacement ferry pass, £5 administration will be charged for a replacement bus pass.</p> <p>Any student found to have misused their ferry or bus pass will not receive further help from the college.</p> <p>Attendance will be monitored and must be above 90%. Support may be stopped if your attendance is too low, or you withdraw.</p> <p>City College students can purchase discounted bus tickets at student rates from First and Bluestar buses. If you are eligible for the City College Bursary scheme your bus travel may be FREE.</p>	<p>City College Southampton, St Mary Street, Southampton, SO14 1AR</p> <p>023 8048 4848</p> <p>enquiries@southampton-city.ac.uk</p> <p>Bursary@Southampton-City.ac.uk</p> <p>www.southampton-city.ac.uk</p> <p>learningsupport@southampton-city.ac.uk</p> <p>studentfinance@southampton-city.ac.uk</p>

Provider	Bursary Name	Eligibility Criteria	More information	Contact Details
Itchen Sixth Form College	Discretionary Support	<p>Support may be available for students whose parent/ guardians' household annual income is less than £26,000 or if the parent/guardian living with the student is receiving one of the following benefits:</p> <p>Income Support:</p> <ul style="list-style-type: none"> • Income Based Jobseeker's Allowance (JSA); • the Guarantee Element of Pension Credit; • Income-Related Employment and Support Allowance (ESA); • support under part VI of the Immigration and Asylum Act 1999; • or Working Tax Credit/Universal Credit. <p>If your household income is less than £30,000 and you live more than three miles away from college, you will be able to receive support with your travel to and from college. For more information, please download more information.</p>		<p>For more information, please contact:</p> <p>Michelle Payne, Finance Support & Transport Officer</p> <p>023 8043 5636 ext. 269</p> <p>transportandifs@itchen.ac.uk</p>

Provider	Bursary Name	Eligibility Criteria	More information	Contact Details
	Full Bursary	<p>The 16-19 Tier F (Full Bursary) Bursary of £1200 is available to eligible students in any of the following categories:</p> <ul style="list-style-type: none"> • young people in care • care leavers; • young people claiming Income Support in their own name; • young people claiming Universal Credit in their own name; • disabled young people who receive both Employment Support Allowance and Living Allowance in their own name. 	<p>In addition to receiving the discretionary support, the student will receive a weekly payment during term time of £20 for 30 weeks, provided their weekly attendance is 90% or above.</p>	
Richard Taunton Sixth Form College	Financial Assistance Bursary	<ul style="list-style-type: none"> • Be aged between 16-19, live independently and claim income support, or • Be aged between 16-19, live independently and claim universal credit, or • In care, or • A care leaver, or • A disabled young person in receipt of DLA, or • A disabled young person in receipt of universal credit and PIP, or • Be aged 19+ and have an EHCP. 	<p>The Bursary is £1,200 per year.</p> <p>Bursaries will be provided in the form of discounted bus passes, free school meals or payments into your bank account.</p> <p>The bursary is for educational purposes only and you must have 100% attendance with no more than 3 'lates' to all timetabled classes each fortnight.</p> <p>Bus passes must be returned if you should leave part way through the year.</p>	<p>Student Services</p> <p>Richard Taunton Sixth Form College, Hill Lane, Southampton, SO15 5RL</p> <p>Tel. 023 8051 4720</p> <p>studentservices@richardtaunton.ac.uk</p> <p>www.richardtaunton.ac.uk</p>

Provider	Bursary Name	Eligibility Criteria	More information	Contact Details
		<p>If you can prove financial need based on household income.</p> <p>If you have specific travel challenges when attending the college.</p>		
Bitterne Park Sixth Form	Vulnerable Bursary	<p>The 16-19 Vulnerable Bursary of up to £1200.</p> <p>The Vulnerable Bursary is available to eligible students in any of the following categories:</p> <ul style="list-style-type: none"> • A student in care; • A care leaver; • A student claiming income support; • A student claiming; • Universal Credit; • A disabled young person in receipt of both Employment Support Allowance and Disability Living Allowance. 	<p>As the funds allocated by the Education Funding Agency, are very limited, we may not be able to guarantee financial support for every claimant. It is at the college's discretion to decide on the amount and type of support that is awarded to each student. Bursary funding can be used to help with costs of transport, food, equipment or other course related costs.</p> <p>Please note that our Finance Office will request documentary evidence for any claim for financial support.</p> <p>Please contact the college office for further information.</p>	<p>College Office</p> <p>Bitterne Park Sixth Form College, Dimond Road, Southampton, SO18 1BU</p> <p>023 8029 4155</p> <p>info@bitterneparksixthform.org.uk</p> <p>www.bitterneparksixthform.org.uk</p>

Provider	Bursary Name	Eligibility Criteria	More information	Contact Details
	Discretionary Bursary	<p>The Discretionary Bursary is available for learners to help with travel to college, equipment, books, essential trips or attending HE interviews.</p> <p>Each application is judged on the basis of relative financial need; the amount of grant will be determined by that need and the funds available.</p> <p>The Discretionary Bursary is available to eligible students in any of the following categories:</p> <ul style="list-style-type: none"> • A student living in a household where the joint income is less than £25,000 (or living independently on an income below this level. • A student In receipt of an income assessed benefit such as: Income Support; Universal Credit; Job Seeker's Allowance; Working/Child Tax Credit; Housing Benefit. • A student facing exceptional financial circumstances. 		
Eastleigh College	Subsidised Travel	<ul style="list-style-type: none"> • Over 19 years old on 31/08/2023 (or 19-24 with an 	Full time Student's Bursary.	Eastleigh College Chestnut Avenue

Provider	Bursary Name	Eligibility Criteria	More information	Contact Details
		<p>Educational Health Care Plan);</p> <ul style="list-style-type: none"> • Studying a 'funded' course at the College (apprenticeships are not eligible); • Not in receipt of an Advanced Learner Loan; • Learner cannot obtain support elsewhere. For example, if you receive benefits (like Universal Credit), you must contact your Job Coach to check if you are eligible for support with travel or childcare before applying to us; • A UK resident or meet sufficient residency criteria. 	<p>£500 paid termly to help with the cost of attending college (£1500 per annum).</p> <p>Eligibility</p> <p>Household income of up to £25,000 per year or in receipt of an income assessed benefit.</p> <p>At least 90% attendance per term.</p> <p>Studying a full-time government funded course.</p> <p>Part-time Student's Bursary.</p> <p>£250 paid termly to help with the cost of attending college (£600 per annum).</p> <p>Eligibility</p> <p>Household income of up to £25,000 per year or in receipt of an income assessed benefit.</p> <p>At least 90% attendance per term.</p> <p>Studying a government funded course of 150+ guided learning hours per year.</p>	<p>Eastleigh Hampshire SO50 5FS</p> <p>023 8091 1000</p> <p>studentsupport@eastleigh.ac.uk</p> <p>bebetter@eastleigh.ac.uk</p>
	Eastleigh College Travel Bursary	<ul style="list-style-type: none"> • Under 19 on 1/9/2024 (or 19-24 with an EHCP). • Studying a full-time funded course at the college (apprenticeships are not eligible). 	<p>Reduced travel costs (student contribution of £100 per term).</p> <p>All termly passes are issued each term.</p>	

Provider	Bursary Name	Eligibility Criteria	More information	Contact Details
		<ul style="list-style-type: none"> • Be a UK resident or meet enough residency criteria. • Live over 2 miles from the college (by AA route planner). • Have a household income of up to £30,000 - or household in receipt of income assessed benefit. • Not receiving support from any other sources (e.g.: local education authority). 	<p>To be eligible to receive awards, both proof of student address and a completed travel bursary application form will be required for submission to the College.</p> <p>The College reserves the right to change the bursary offer, or to withdraw payments at any time.</p>	
	Enhanced Travel	<p>Under 19 on 1/9/2024 (or 19-24 with an EHCP).</p> <p>Studying a full-time funded course at the college (apprenticeships are not eligible).</p> <p>Be a UK resident or meet enough residency criteria.</p> <p>Be on:</p> <ul style="list-style-type: none"> • Income Support • Income-based Jobseekers Allowance • Income-related Employment Support Allowance (ESA) • Support under Immigration & Asylum Act 1999 (part VI) • Guarantee element of State Pension Credit 	<p>Fully funded travel pass</p> <p>All termly passes are issued each term. To be eligible to receive awards, both proof of student address and a completed travel bursary application form will be required for submission to the College. The College reserves the right to change the bursary offer, or to withdraw payments at any time.</p>	

Provider	Bursary Name	Eligibility Criteria	More information	Contact Details
		<ul style="list-style-type: none"> • Child Tax Credit (provided not entitled to Working Tax Credit) and gross income of no more than £16,190 each year (assessed by Her Majesty's Revenue & Customs) • Working Tax Credit run on (paid for 4 weeks after you stop qualifying for Working Tax Credit) • Universal Credit (with net earnings no more than £7,400 each year) 		
St Vincent Sixth Form College	Travel Help	<p>St Vincent College seeks to help students from lower household incomes (HHI) with the cost of going to college by helping to cover essential course related costs. The college can provide financial support for the following:</p> <ul style="list-style-type: none"> • Discounted bus pass • Refund ferry tickets • Lunch card • Subject related resources • Travel cost to work placement • Exam fees (where applicable) <p>If you are 16–18 years old and under Local Authority Care/are a Care Leaver, or living</p>	<p>Students can apply for a discounted bus pass which covers the cost of their travel to and from college and can be used on weekdays on all First Hampshire services.</p> <p>Students from Henry Cort, Fareham Academy, Cams Hill, Bridgemary and Brune Park Schools can access the Eclipse Express Bus service to college which takes only a few minutes. In addition to this the College also provides a bespoke bus service for students attending Brookfield, Crofton and Bay House School routes to the College community at the start and end of the day with students having access to all local services at other times.</p>	<p>Finance Office</p> <p>St Vincent Sixth Form College, Mill Lane, Gosport, PO12 4AQ</p> <p>023 9258 8311</p> <p>finance@stvincent.ac.uk</p> <p>www.stvincent.ac.uk</p>

Provider	Bursary Name	Eligibility Criteria	More information	Contact Details
		<p>independently, or receive Disabled Support Allowance/PIP and Employment Support Allowance/Universal Credit, you may be eligible to a higher-level bursary. Please note the cost of the bus pass and the daily use of the lunch card will be deducted every term.</p> <p>You can complete the application form from the link provided and send it to the email below with the relevant evidence attached.</p> <p>Bursary Application Form (office.com) bursary@lighthouselearningtrust.a c.uk</p> <p>Evidence of all income will be required at the time of application; please note we are unable to process your application without evidence. We encourage you to complete and return your applications as soon as possible to enable funding to be allocated before the start of the academic year. Please allow up to 10 working days from submitting your application form and the supporting evidence.</p>	<p>Students travelling from Portsmouth will be eligible for free ferry tickets for the academic year.</p> <p>Students with Learning Difficulties may be eligible for free transport, subject to meeting Hampshire County Council's (HCC) SEN criteria. Please contact HCC for more information.</p>	

Provider	Bursary Name	Eligibility Criteria	More information	Contact Details
Barton Peveril Sixth Form College	Discretionary Student Support Fund	<p>Are over 16 years of age and under 19 years of age at the start of the academic year and studying a state funded course at Barton Peveril Sixth Form College.</p> <p>Are living in a household where the joint annual income is less than £23,500 (or living independently on an income below this level), annual income includes any assessed benefit such as:</p> <ul style="list-style-type: none"> • Income Support • Universal Credit • Job Seekers Allowance • Working/Child Tax Credit • facing exceptional financial circumstances * • Meet the residency conditions specified below. <p>(*Exceptional financial circumstances: If this applies, a covering letter should be included outlining the circumstances. Supporting evidence of income must also be supplied.)</p>	<p>Applicants with exceptional circumstances will be viewed sympathetically where financial need can be evidenced.</p> <p>Details of the bus routes covered by the college transport arrangements can be found on the college website – www.barton-peveril.ac.uk.</p> <p>Applications for a bursary fund can be found at: https://www.barton-peveril.ac.uk/college-life-intro/student-finance/.</p>	<p>Transport Officer</p> <p>Barton Peveril College, Chestnut Avenue, Eastleigh, SO50 5ZA</p> <p>023 8036 7214</p> <p>studentfinance@barton.ac.uk</p> <p>transport@barton.ac.uk</p> <p>www.barton-peveril.ac.uk</p>
Brockenhurst College	Vulnerable Bursary	Students aged 16-18 on 31/08/2024 and, are participating in provision as directed by the Education Funding Agency, see https://www.gov.uk/government/publications/16-to-19-bursary-fund-	If you are eligible for a Vulnerable Bursary, you can receive up to £1,200 per academic year. Please note that you will only receive the amount you actually need in order to participate in your studies. This means we will not	<p>Student Finance and Welfare Advisor</p> <p>Brockenhurst College, Lyndhurst Road,</p>

Provider	Bursary Name	Eligibility Criteria	More information	Contact Details
		<p>guide-2023-to-2024-academic-year/16-to-19-bursary-fund-guide-2023-to-2024-academic-year; and are in one of these defined vulnerable groups:</p> <ul style="list-style-type: none"> • In care – i.e. children who are voluntarily looked after by a local authority (under section 20 of the Children Act 1989) or under a care order (under section 31 of the Children Act 1989); • Care leaver – i.e. a young person aged 16 or 17 who were previously looked after for a continuous period of 13 weeks (or multiple periods totalling 13 weeks), starting after the age of 14 and ending after the age of 16. • A young person aged 18 or above who was looked after for a continuous period of 13 weeks (or multiple periods totalling 13 weeks) prior to turning 18, starting after the age of 14 and ending after the age of 16. • Receiving Income Support or Universal Credit in your own name, while financially 	<p>automatically award you £1,200 if you do not need the full amount.</p>	<p>Brockenhurst, Hampshire, SO42 7ZE</p> <p>01590 625 555</p> <p>financialsupport@brock.ac.uk</p> <p>www.brock.ac.uk</p>

Provider	Bursary Name	Eligibility Criteria	More information	Contact Details
		<p>supporting yourself or supporting yourself and a dependant living with you.</p> <ul style="list-style-type: none"> • Receiving Disability Allowance or Personal Independence Payments in your own name, along with Employment and Support Allowance or Universal Credit in your own name. 		
	College Bursary	<p><u>Vulnerable Bursary.</u> For students aged 16-18 on 31/08/2024 who are in one of the following defined groups, a £1200.00 bursary is available (please see page 3 of the Bursary application form for full details and complete pages 1, 2,3, and 7).</p> <ul style="list-style-type: none"> • In care, a care leaver, or have a Special Guardianship Order; or • Receiving DLA or PIP and ESA or Universal Credit in their own right; or • Receiving Income Support or Universal Credit because they are financially supporting themselves. 		
	Discretionary Bursary	To qualify for the Discretionary Bursary, you must meet the following criteria:	You must live in a household whose take home pay is less than £23,000 per year. This means take-home pay of less than £1,916 per month.	

Provider	Bursary Name	Eligibility Criteria	More information	Contact Details
		<ul style="list-style-type: none"> • You must have lived in the UK for at least three years before starting your studies. • You must be over 16, but, to qualify for the Discretionary Bursary, you must meet the following criteria: • You must have lived in the UK for at least three years before starting your studies. • You must be over 16, but under 19 on August 31, 2024. <p>The Discretionary Bursary is also available to you if you are 19 or older and have an Education Health and Care Plan (EHCP). In addition, it is available to you if you are aged 19 or older and are continuing a Study Programme they started between the ages of 16 and 18.</p>	<p>Importantly, we do not include any benefit payments in our calculation.</p> <p>The Discretionary Bursary will cover:</p> <ul style="list-style-type: none"> • Essential Course Costs including trips, uniform, course resources, trips and books; • A £25 stationery purse will be available to use at the Brockenhurst College online store. <p>Travel Bus College bus passes may be purchased through our online store, available to bursary students at a heavily subsidised rate of £40.00 a month. Details of our 2023/24 bus provision can be found by clicking here.</p> <p>Train Sixteen- and seventeen-year-olds can apply for a 50% discount on all rail fares by clicking here.</p> <p>The Discretionary Bursary will contribute £10.00 a week towards adult train fares for students aged 18 and over.</p>	
Sparsholt College		If you're 16–18 and in care, a care leaver, or are in receipt of Income Support and support yourself or	2023/2024 timetable and prices: https://www.sparsholt.ac.uk/the-college/transport/ .	Transport Team

Provider	Bursary Name	Eligibility Criteria	More information	Contact Details
		<p>any dependents financially or receive both Employment Support Allowance (ESA) and Disability Living Allowance (DLA), you may be eligible for a bursary of up to £1,200 to help you meet the costs of coming to college.</p> <p>The link to the application form can be found under the 'Support to Study Bursary' section.</p> <p>The Sparsholt FE Bursary Policy can be found here.</p> <p>Sparsholt provide a discretionary fund for learners that do not meet the criteria for the 16-18 Bursary Fund or are aged over 19.</p> <p>If your household income is under £32,960 the College's Support to Study Bursary may be able to help If your household income is under £35,000 the College's Support to Study Bursary may be able to help with the costs of travel, books, equipment or any other cost which may make it difficult for you to attend college.</p> <p>You could receive up to 70% off transport costs, as well as being able to pay the remaining balance on a monthly basis.</p>	<p><u>Campus Bus 2023/24 Prices:</u></p> <p>Band A – £670 Band B – £785 Band C – £855 Band D – £955</p> <p>This payment can be spread at no extra cost by paying an initial payment of £70 at application and the remaining balance over 9 months via the online store.</p>	<p>Sparsholt College Hampshire Westley Lane Sparsholt Winchester SO21 2NF</p> <p>01962 797 346</p> <p>transport@sparsholt.ac.uk</p> <p>www.sparsholt.ac.uk</p>

Provider	Bursary Name	Eligibility Criteria	More information	Contact Details
		<p>If your household income is under £28,000 you may be eligible for the transport cost to be fully covered by the fund. The income threshold of £35,000 is increased by £1,650 for each dependent child living in the same house as the bursary applicant.</p> <p>The Sparsholt FE Bursary Policy can be found here.</p> <p>The application form can be found here.</p> <p>If you need any further assistance please call 01962 797267.</p>		
	Combined Rail and Bus Pass	<p>This pass includes rail travel to Winchester from the following locations, plus a Stagecoach pass to get you from Winchester to the college on the hourly Number 7 bus service (valid during term time only and excluding weekends):</p> <p>Band A – £695 Band B – £896 Band C – £1018 Band D – £1103</p>	<p>If Stagecoach operates in your area and you would like a Stagecoach bus pass to get you from home to the train station, you may upgrade to a Stagecoach Megarider pass. The price of this is £350.</p> <p>For more information about Stagecoach services please visit their website.</p> <p>If you live in the Winchester area and only need to catch the No 7 bus, you can buy a Stagecoach bus pass for</p>	

Provider	Bursary Name	Eligibility Criteria	More information	Contact Details
			<p>just this service. The cost of this for 2023/24 is £450.</p> <p>Students travelling from Andover can purchase a Stagecoach Gold Studentrider pass. This pass can be used on any Stagecoach bus in Hampshire during the academic year.</p> <p>The annual cost for 2023/24 is £800</p>	
	Megarider Gold	<p>Please use link: https://www.sparsholt.ac.uk/the-college/transport/.</p> <p>This pass can be used on ANY Stagecoach bus in Hampshire during the academic year, including weekends and holidays. This is the most cost-effective pass for students travelling from Andover.</p> <p>You can also apply for a Megarider Gold and Train package.</p>	<p>Annual Academic Year Prices 2023/24:</p> <p>Stagecoach Gold StudentRider Pass – £795</p> <p>You can also apply for a Megarider Gold and Train package – price bands for 2022/23 are:</p> <p>Band A – £1045 Band B – £1246 Band C – £1368 Band D – £1453</p>	
Totton College		<p>Please contact the College directly.</p> <p>Bursaries are available for under 19-year old's and offer various of levels of finance support.</p> <p>If you are aged 16-18 and in one of the groups below, you can apply for a vulnerable bursary: (See</p>	<p>Transport to Totton College is via the public bus and train service. The service can support students travelling from a range of locations such as the Waterside, New Forest, Southampton and Romsey, including locations from Salisbury and the Isle of White, please just ask if you are unsure.</p>	<p>Totton College, Water Lane, Totton, Southampton, Hampshire, SO40 3ZX</p> <p>02380 874 874</p> <p>info@totton.ac.uk</p> <p>www.totton.ac.uk</p>

Provider	Bursary Name	Eligibility Criteria	More information	Contact Details
		<p>'about you' section for details age and eligibility):</p> <ul style="list-style-type: none"> • In Care; • Care leavers; Receiving Income Support or the equivalent Universal Credit because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them such as a child or partner, or; • Receiving Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right; • and have a financial need. <p>How much will I get paid if I'm eligible? You could get up to £1,200 if you study full time for a minimum of 30 weeks. If your course is less than 30 weeks, you will get less.</p> <p>Note: You will only receive the amount you actually need to</p>		

Provider	Bursary Name	Eligibility Criteria	More information	Contact Details
		<p>participate and we will not automatically award the full £1,200 if you do not need that level of support.</p> <p>Age - You must be aged: over 16 at 31 August 2024, under 19 at 31 August 2024, the only Students aged 19 or over who are eligible to receive a bursary are those who have an Education, Health and Care Plan (EHCP) – you can only apply for a Discretionary Bursary NOT a Vulnerable Bursary.</p> <p>Residency – You must meet the residency requirements set out by the ESFA (Education & Skills Funding Agency). We will check this during your enrolment process</p> <p>Nacro-16-to-19-Bursary-website-statement-V1-July-2020.pdf (netdna-ssl.com).</p>		

Provider	Bursary Name	Eligibility Criteria	More information	Contact Details
Bluestar Bus		<p>Students can receive discounted travel if they are aged 16-19.</p> <p>Colleges include:</p> <ul style="list-style-type: none"> • Bitterne Park School & Sixth Form • Itchen Sixth Form College • King Edward VI School • Richard Taunton Sixth Form College • St Anne's Catholic School & Sixth Form • Southampton City College • Barton Peveril Sixth Form College • Peter Symonds College • Eastleigh College • St Mary's College 	<p>School and College tickets – Please visit their website:</p> <p>http://www.bluestarbus.co.uk/page.shtml?pageid=915</p> <p>Bluestar serves several schools and colleges in the South Hampshire area. There are many ticket options and discounted tickets available.</p> <p>Visit: https://www.bluestarbus.co.uk/search?query=college for more information on how you can get discounted travel to college including costs.</p>	
First Bus			<p>For cheaper bus travel, the First Student bus passes make this possible from travel to lectures to a safe ride home.</p>	<p>Please visit their website for more information:</p> <p>https://www.firstgroup.com/buy-ticket/students</p>

Provider	Bursary Name	Eligibility Criteria	More information	Contact Details
Southampton City Council	Concessionary Bus pass	<p>Southampton residents over 5 years of age who have a long-term eligible disability can apply for an off-peak travel concessionary bus pass.</p> <p>If you are registered as severely sight-impaired, you will be entitled to free bus travel at any time within Southampton.</p> <p>If you are unable to travel alone, you may qualify for a companion bus pass. This will allow one carer to travel with you free of charge on journeys within the city boundary.</p> <p>For travel information regarding wheelchairs and power chairs, please see the appropriate bus company website accessibility pages.</p>	<p>For further information and how to apply, please visit the following website:</p> <p>http://www.southampton.gov.uk/travel-transport/apply-pay/itchen-bridge/smartcities/travel-disabled.aspx</p>	<p>Email:</p> <p>smartcities@southampton.gov.uk</p> <p>Telephone: 023 8083 3008</p>

Appendix 3 – The 16-19 Bursary Fund

The 16 to 19 Bursary Fund provides financial support to help young people overcome specific barriers to participation so they can remain in education.

There are 2 types of 16 to 19 bursaries:

1. A vulnerable bursary of up to £1,200 a year for young people in one of the defined vulnerable groups below:
 - in care
 - care leavers
 - in receipt of Income Support, or Universal Credit in place of Income Support, in their own right
 - in receipt of Employment and Support Allowance or Universal Credit and Disability Living or Personal Independence Payments in their own right
2. Discretionary bursaries which institutions award to meet individual needs, for example, help with the cost of transport, meals, books and equipment

To be eligible for the discretionary bursary young people must:

- be aged 16 or over but under 19 at 31 August 20xx or
- be aged 19 or over at 31 August 20xx and have an Education, Health and Care Plan (EHCP)
- be aged 19 or over at 31 August 20xx and continuing on a study programme they began aged 16 to 18 ('19+ continuers')
- be studying a programme that is subject to inspection by a public body which assures quality (such as Ofsted), the provision must also be funded by either a Government funding agency or the local authority.

Schools and colleges are responsible for managing both types of bursary. Young people who want to apply for support from the bursary fund should contact their chosen school or college to make an application.

Further information can be found at: www.gov.uk/ search for post 16 bursaries.

Appendix 4 – Young Parents / Care to Learn

If you are a young parent under 20, Care to Learn can help pay for your childcare and related travel costs, up to £160 per child per week, while you're learning.

Care to Learn can help with the cost of:

- childcare, including deposit and registration fees.
- a childcare 'taster' session (up to 5 days).
- keeping your childcare place over the summer holidays.
- taking your child to the childcare provider

The childcare provider must be Ofsted registered and can be a:

- childminder.
 - pre-school playgroup.
 - day nursery.
 - out of school club
- If your child needs specialist childcare, the provider must also be on the Care Quality Commission's register for specialist provision.

If you want a relative to get Care to Learn for looking after your child they need to be both:

- providing registered childcare for children they're not related to.
 - living apart from you and your child
- Payments Childcare payments go directly to your childcare provider.

Before your childcare provider can be paid:

- your childcare provider needs to confirm your child's attendance.
- your school or college needs to confirm that you're attending your course
- Payments for travel costs go to your school or college - they'll either pay you or arrange travel for you.

Attendance Payments will stop if:

- you stop attending your course.
- you finish your course.
- your child stops attending childcare eligibility.

You can get Care to Learn if:

- you're a parent under 20 at the start of your course.
 - you're the main carer for your child.
 - you live in England.
 - you're either a British citizen or a national of a European Economic Area (EEA) country.
 - your course is publicly funded (check with your school or college).
 - your childcare provider is registered with Ofsted or the Care Quality Commission
- 35 Type of course Care to Learn is only available for courses in England that have some public funding.

This includes courses that take place in:

- schools.
- school sixth forms.

- sixth form colleges.
- other colleges and learning providers, including Foundation Learning.
- your community at Children's Centres.

Young parents are also entitled to apply for an Under 19 Bus Only Ticket or for those aged 19 and over can apply for the 19 – 25 card.

For more information, please visit: <https://www.gov.uk/care-to-learn/how-to-claim>.

Appendix 5 – School Travel Service Appeals and Complaints Procedure

1.0 Summary

- 1.1 Southampton City Council has adopted the process recommended by the Government's statutory guidance for home to school travel should parents, carers or post-16 students wish to appeal a travel application outcome which includes a two-stage process:
 - Stage 1: review of a decision by Southampton City Council for travel support by two Senior Officers, and where this has not resolved the matter,
 - Stage 2: appeal against a decision where an appeal hearing will be held by an independent Appeals Panel
- 1.2 This document details Southampton City Council's procedure for school and post-16 travel support appeals and complaints.

2.0 Right of Appeal

- 2.1 Parents, carers and post-16 students with concerns about Southampton City Council's decision on their travel support application are entitled to request that the decision is reviewed, and where this has not resolved the matter, to appeal against a decision.
- 2.2 Appeals may relate to:
 - the travel arrangements offered
 - a child or student's eligibility
 - the distance measurement in relation to statutory walking distances
 - the safety of the route
- 2.3 Common concerns include, but are not limited to:
 - the child/post-16 student's eligibility
 - the transport arrangements offered
 - the distance measurement in relation to statutory walking distances
 - unsuitability (safety) of the route to school / an education setting
 - financial concerns
 - ill health/disability of the parent, carer or child / post-16 student
 - administrative errors and application of the law
- 2.4 Parents, carers or post-16 students may not request a review or appeal on the grounds that they disagree with the road safety assessment undertaken by a qualified road safety officer. However, they may appeal if they consider there are exceptional personal circumstances that need to be taken into consideration by Southampton City Council.
- 2.5 The review can only consider whether the relevant policies have been applied appropriately.
- 2.6 The process that must be followed is set out in this document.

3.0 Appeal Panel

- 3.1 Stage 1 reviews are undertaken by two Southampton City Council Senior Officers representing the School Travel Service and either the Education and Admissions Service or the SEND Service and will be independent of the original decision-making process.
- 3.2 Stage 2 appeals are heard by an independent Appeal Review Panel and will be independent of the original decision-making process and the Stage 1 review. The panel will be suitably experienced (at the discretion of Southampton City Council), to ensure a balance is achieved between meeting the needs of the parents, carers and post-16 students and Southampton City Council, and that road safety

requirements are complied with, and no child or student is placed at unnecessary risk.

4.0 Stage 1 – Review of the Decision

- 4.1 A parent, carer or post-16 student has 20 working days from receipt of the Southampton City Council's travel support decision to make a written request asking for a review of the decision.
- 4.2 The written request should detail why the parent, carer or post-16 student believes the decision should be reviewed and give details of any personal and/or family circumstances the parent, carer or post-16 student believes should be considered when the decision is reviewed.
- 4.3 Supporting evidence can be provided as appropriate.
- 4.4 Requests must be submitted by email to travel.coordination@southampton.gov.uk. Alternatively, requests can be received by post: School Travel Service, Southampton City Council, Civic Centre, Southampton. SO14 7LY.
- 4.5 A review of the decision on travel support will be undertaken, together with consideration of any information and supporting evidence received with the written request.
- 4.6 The Appeal Review Panel will review the original decision and provide a written Stage 1 response within 20 working days of receipt of the Stage 1 written request.
- 4.7 The response will include detailed information about the outcome of their review, setting out:
 - whether the original decision is being upheld
 - why the decision was reached
 - how the review was conducted (including the standard followed e.g., Road Safety GB)
 - information about other services and/or agencies that were consulted as part of the process
 - what factors were considered
 - information about how the parent, care or post-16 student can escalate their case to Stage 2 (if appropriate)

5.0 Stage 2 – Appeal of the Stage 1 Decision

- 5.1 A parent, carer or post-16 student has 20 working days from receipt of Southampton City Council's Stage 1 written decision notification to escalate the matter to Stage 2.
- 5.2 All appeals must be submitted in writing using the application form provided by Southampton City Council.
- 5.3 Supporting evidence can be provided as appropriate.
- 5.4 Appeal applications will be acknowledged in writing within 5 working days of receipt.
- 5.5 Within 40 working days of receipt of the appeal application, an independent Hearing Appeal Panel will consider written and verbal representations from both the Appellant and Officers involved in the case.
- 5.6 The Appellant will be invited to present their appeal case to the Hearing Appeal Panel at a formal appeal hearing.
- 5.7 Appeal hearings will be held during the normal working day only.
- 5.8 Appellants unable to attend the appeal hearing can send a friend, relative, or other representative to attend on their behalf but must notify Southampton City Council in advance of the appeal hearing.
- 5.9 Legal representation is not permitted.
- 5.10 Further correspondence will be issued, which will include a date and time for the appeal hearing.

- 5.11 At least 5 days prior to the appeal hearing, Appellants and the Southampton City Council's Hearing Appeal Panel will receive a copy of the case papers and any supporting documentation for consideration at the appeal hearing.
- 5.12 The Hearing Appeal Panel Chair will provide a detailed written notification of the outcome to the Appellant (within 5 working days), setting out:
 - whether the original decision is being upheld
 - why the decision was reached
 - how the review was conducted (including the standard followed e.g., Road Safety GB)
 - information about other departments and/or agencies that were consulted as part of the process
 - what factors were considered
 - information about the right to put the matter to the Local Government Ombudsman (see below)
- 5.13 The Hearing Appeal Panel will consider an appeal based on the information received in writing if an Appellant cannot attend the appeal hearing or send a representative.

6.0 Appeal Hearing Procedure

- 6.1 The Hearing Appeal Panel will comprise three to five members, one of which will Chair the appeal hearing.
- 6.2 A Presenting Officer will attend the appeal hearing to present the case for the travel support decision.
- 6.3 A note taker will attend the appeal hearing to make a record of the meeting.
- 6.4 At the start of the appeal hearing, the Chair of the Hearing Appeal Panel will introduce all attendees and will explain the procedure before continuing.
- 6.5 The Hearing Appeal Panel may ask anyone questions at any time or may alter the order at any time.
- 6.6 The appeal hearing procedure is as follows:
 - 1) The Presenting Officer will explain the reasons for the travel support decision.
 - 2) The Hearing Appeal Panel may ask the Presenting Officer questions.
 - 3) The Appellant/Representative may ask the Presenting Officer questions.
 - 4) The Appellant/Representative will explain the grounds of the appeal and its desired outcome.
 - 5) The Hearing Appeal Panel may ask the Appellant/Representative questions.
 - 6) The Presenting Officer may ask the Appellant/Representative questions.
 - 7) The Presenting Officer will be asked to summarise their case.
 - 8) The Appellant/Representative will be asked to summarise the grounds of their appeal.
 - 9) The Appellant/Representative and the Presenting Officer will be asked to leave the room, and the Hearing Appeal Panel will make its decision.
- 6.7 In reaching their decision the Appeals Panel:
 - may agree to consider only written evidence for either or both parties
 - must have regard to Southampton City Council's School Travel Service Policy and Post-16 Travel Service Policy Statement
 - will begin by reviewing the application of Southampton City Council's School Travel Service Policy and Post-16 Travel Service Policy Statement to ensure compliance with published arrangements
 - has a responsibility to consider the most cost-effective travel solutions to ensure an efficient use of public funds
- 6.8 The outcome of the Hearing Appeal Panel will be one of the following:
 - uphold the appeal
 - decline the appeal

- partially uphold the appeal. This can include meeting the appellant's wishes in part or for a time-limited period. At the end of the time-limited period, the Hearing Appeal Panel can reconsider the circumstances and may request additional information, for example up to date medical records or school / education setting attendance records
- 6.9 Following the Stage 2 outcome, there is no further opportunity to appeal the travel support decision with Southampton City Council.
- 6.10 For cases that have been upheld by the Hearing Appeal Panel, arrangements for the agreed level of travel support will be made as soon as reasonably practical.

7.0 Local Government Ombudsman

- 7.1 If an appellant considers that there has been a failure to comply with the procedural rules or if there are any other irregularities in the way an appeal was handled, they may have a right to refer the matter to the Local Government Ombudsman.
- 7.2 The Ombudsman cannot question a local authority's decision if it has been made properly and fairly.
- 7.3 The Ombudsman will not normally consider a complaint until the two-stage review and appeals process has concluded.
- 7.4 An appellant can find out how to make a complaint to the Ombudsman at: www.lgo.org.uk.
- 7.5 Further information is published online by the Local Government Ombudsman at: <http://www.lgo.org.uk/make-a-complaint/fact-sheets/education/school-transport>

8.0 Repeat Applications

- 8.1 Once a decision on an application has been made, including any review or appeal decisions, further applications for assisted travel in relation to the same child at the same school / education setting cannot be accepted. The exception to this is where Southampton City Council, or body appointed, is satisfied that there has been a significant and material change in circumstances since the original application was considered.
- 8.2 Where Southampton City Council determines a change to its School Travel Policy or Post-16 Travel Service Policy Statement, parents, carers, and post-16 students affected by the change can apply for a review and appeal in accordance with the arrangements set out in this procedure.

9.0 Complaints

- 9.1 Complaints about service delivery shall be made in accordance with the Southampton City Council's Corporate Complaints Procedure. Complaints will not be accepted if simply seeking to challenge the decision following the review and appeal process set out above (in respect of which the appeal panel decision is binding and outside the scope of the Southampton City Council's Complaints Policy).
- 9.2 Complaints about Southampton City Council's School Travel Service (rather than an appeal outcome) can be made via the website at: <https://www.southampton.gov.uk/council-democracy/have-your-say/comments-complaints/complaints/>.

DECISION-MAKER:	CABINET		
SUBJECT:	FINANCIAL POSITION UPDATE		
DATE OF DECISION:	28 JANUARY 2025		
REPORT OF:	COUNCILLOR LETTS DEPUTY LEADER AND CABINET MEMBER FOR FINANCE AND CORPORATE SERVICES		
<u>CONTACT DETAILS</u>			
Executive Director	Title:	Executive Director Enabling Services and S151 Officer	
	Name:	Mel Creighton	Tel: 023 8083 3528
	E-mail:	Mel.Creighton@southampton.gov.uk	
Author:	Title:	Director of Finance	
	Name:	Richard Williams	Tel: 023 8083 2936
	E-mail:	Richard.Williams@southampton.gov.uk	

STATEMENT OF CONFIDENTIALITY
Not Applicable
BRIEF SUMMARY
<p>This report provides a summary of the financial position of the council for 2024/25 as at the end of December 2024 (month 9).</p> <p>The position as at the end of December 2024 is a £18.40M favourable variance, with the detail set out in Appendix 1. This is a further positive movement of £2.28M compared to the position at month 8 (£16.12M favourable variance forecast).</p>

RECOMMENDATIONS:

	Cabinet is recommended to:	
i)	Agree the £3.51M adjustments to be made to directorate budgets to reflect sustained favourable variances reported at month 9 of 2024/25 due to transformation and other measures, to be transferred to centrally held contingency to reduce the reliance on Exceptional Financial Support (EFS), as set out in paragraph 6.	
ii)	Agree to use £0.68M of centrally held contingency to meet the forecast overspend for emergency accommodation within Resident Services, as set out in paragraph 8.	

REASONS FOR REPORT RECOMMENDATIONS

1.	To ensure that Cabinet fulfils its responsibilities for the overall financial management of the council's resources.
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ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

2.	Not applicable.
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DETAIL (including consultation carried out)

Latest Financial Position

3. The forecast financial position of the council as at the end of December 2024 (month 9) is set out at Appendix 1. Table 1 summarises the General Revenue Fund Forecast.

4. **Table 1 – General Revenue Fund Forecast 2024/25**

	Working Budget Month 9 £M	Forecast Outturn Month 9 £M	Forecast Variance Month 9 £M	Movement Month 8 to Month 9 £M
Children & Learning	51.08	48.49	(2.59) F	(0.81) F
Community Wellbeing	79.18	76.51	(2.67) F	(0.77) F
Enabling Services	26.13	24.89	(1.23) F	(0.12) F
Growth & Prosperity	36.65	35.34	(1.31) F	(0.01) F
Resident Services	25.32	25.57	0.25 A	(0.26) F
Strategy & Performance	5.74	5.08	(0.66) F	(0.30) F
Total Directorates	224.09	215.89	(8.21) F	(2.28) F
Centrally Held Budgets	30.20	20.06	(10.14) F	0.00
Net Council Expenditure before EFS	254.29	235.94	(18.35) F	(2.28) F
Centrally Held Funding	(215.02)	(215.07)	(0.05) F	0.00
Net Over/(Underspend) before EFS	39.28	20.88	(18.40) F	(2.28) F
Exceptional Financial Support (EFS)	(39.28)	(20.88)		
Net Over/(Underspend)	0.00	0.00		

Numbers are rounded. 'F' indicates as favourable variance, 'A' is an adverse variance

5. Sustained favourable variances are being achieved by directorates through demand management transformation activity and other measures. In accordance with the Business Planning & Budgeting Framework, agreement is sought to transfer these budgets to centrally held contingency. Table 2 summarises the proposed budget adjustments for month 9.

Sustained favourable variances identified at month 8 were approved for transfer by Cabinet on 7 January 2025. These variances will be transferred to centrally held contingency in month 10.

6.

Table 2 – Proposed Budget Adjustments

	Budget Adjustment £M
<u>Children & Learning</u>	
Residential and Independent Foster Carer placements (transformation)	(0.60)
Residential – non-use of in house residential pressure in year	(0.40)
Care Leavers placements	(0.10)
Agency staff savings	(0.30)
Legal savings	(0.23)
<u>Community Wellbeing</u>	
Planned Respite reprovision	(0.35)
Improvement income forecasts on BUPA beds due to higher occupancy	(0.10)
ICU contracts savings	(0.05)
In-year favourable variance on staffing budgets arising from team restructure	(0.15)
Care packages costs, including lower demand	(0.65)
<u>Enabling Services</u>	
Digital Services – salary surpluses	(0.48)
<u>Growth & Prosperity</u>	
ADDP – energy cost savings	(0.10)
Total Directorates	(3.51)
<u>Centrally Held Contingency</u>	
Budget transferred for sustained favourable variances	3.51
Net Adjustment	0.00

Numbers are rounded

7.

Where overspends are forecast, service areas are required to develop Deficit Recovery Plans to bring budgets back into projected balance. Plans are required to address adverse variances for Planning, City Services (including Waste) and Bereavement Services.

8.

The cost of emergency overnight accommodation placements has increased compared with 2023/24. These costs are not fully subsidised through housing benefit, giving rise to an in-year overspend forecast at £0.68M. Given the cap on the housing benefit subsidy rate is outside the control of the service, it is proposed to meet this overspend from centrally held contingency.

RESOURCE IMPLICATIONS	
<u>Capital/Revenue</u>	
9.	The revenue implications are contained in the report.
<u>Property/Other</u>	
10.	None.
LEGAL IMPLICATIONS	
<u>Statutory power to undertake proposals in the report:</u>	
11.	Financial reporting is consistent with the Section 151 Officer's duty to ensure good financial administration within the council.
<u>Other Legal Implications:</u>	
12.	None.
RISK MANAGEMENT IMPLICATIONS	
13.	Risk management implications are contained in the report.
POLICY FRAMEWORK IMPLICATIONS	
14.	None.

KEY DECISION? No

WARDS/COMMUNITIES AFFECTED:	All
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SUPPORTING DOCUMENTATION

Appendices

1.	Financial position update report month 9 2024/25
2.	

Documents In Members' Rooms

1.	
2.	

Equality Impact Assessment

Do the implications/subject of the report require an Equality Impact Assessment (EIA) to be carried out?	No
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Privacy Impact Assessment

Do the implications/subject of the report require a Privacy Impact Assessment (PIA) to be carried out?	No
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Other Background Documents

Equality Impact Assessment and Other Background documents available for inspection at:

Title of Background Paper(s)	Relevant Paragraph of the Access to Information Procedure Rules / Schedule 12A allowing document to be Exempt/Confidential (if applicable)
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1.	The 2024/25 Budget and Medium Term Financial Strategy (Council 6 March 2024)	
2.		

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Revenue Monitoring

The forecast outturn at Month 9 shows a positive variance of £18.40M before the use of Exceptional Financial Support (EFS). This is made up of favourable Directorate variances of £8.21M plus £10.14M for centrally held budgets and £0.05M in centrally held funding. This is a £2.28M improvement on the Month 8 position which forecast a £16.12M favourable variance. A further £0.17M of sustained 2024/25 savings were identified in Month 8 to be transferred to centrally held budgets, however will not be actioned until Month 10 due to the timing of the Cabinet meeting. This brings the total transferred or approved for transfer to £10.31M for the year to date.

The main favourable variances are in the following areas:

- Children & Learning (£2.59M favourable) with the main positive variance being in children looked after (CLA) of £1.27M, together with favourable variances for care leavers (£0.21M), agency staffing (£0.30M) and legal costs (£0.23M), together with other favourable variances totalling £0.58M. This is after £1.56M of sustained savings have been transferred to central contingency.
 - Community Wellbeing (£2.67M favourable) with the main positive variances being for non-recurrent staffing savings from the Phase 2A restructure (£0.94M), lower respite service redesign costs, additional income and use of grants in the ICU (£0.99M) and lower levels of activity and inflation compared to budget in Living & Ageing Well – Cost of Care (£0.65M). This is after £4.68M of sustained savings have been taken centrally.
 - Enabling Services (£1.23M favourable) from staffing vacancies (£0.92M), additional income (£0.13M) and savings linked to AVCs (£0.09M). This is after £0.14M of sustained savings have been taken centrally.
 - Growth and Prosperity (£1.31M favourable) mainly relating to further School Travel Service transformation savings (£0.75M), reduced staffing and energy costs within Property Services (£0.81M) and favourable staffing variances in Transportation (£0.23M). There are adverse variances for Planning mainly from reduced income (£0.37M) and investment property income (£0.31M). This is after £2.56M of sustained savings have been taken centrally.
 - Strategy & Performance (£0.66M favourable), due to salary underspends and additional income.
- Centrally held budgets (£10.14M favourable) relating to sustained savings transferred from directorate budgets (£9.20M) and Capital Asset Management (£0.94M).

Resident Services is forecasting a £0.25M adverse variance, mainly due to adverse variances for emergency accommodation (£0.6M), District Operations (£0.17M) and Bereavement (£0.09M). These are reduced by favourable variances for Environmental Health & Trading Standards (£0.27M) and Port Health (£0.45M). This is after £0.27M of sustained savings for the directorate have been taken centrally. It is proposed to meet the adverse variance for emergency accommodation from centrally held contingency. The overall favourable variance of £18.40M reported this month include forecast savings attributed to Transformation activity of £9.43M and these are detailed later in the report.

Exceptional Financial Support (EFS)

All services should continue to aim to under-spend in 2024/25 to minimise the reliance on Exceptional Financial Support (EFS). The annual revenue cost of using borrowing to fund the original 2024/25 budget shortfall of £39.28M (via the EFS facility) would have been £3.2M (with the EFS premium no longer applying). If the favourable forecast variance of £18.40M is sustained, the borrowing costs will be £1.5M per annum lower at £1.7M.

Budget Adjustments

As set out in the Business Planning and Budgeting Framework sustained favourable budget variances will be transferred from service budgets to contingency. £0.17M of sustained Directorate favourable variances reported at Month 8 were approved for transfer to contingency on 7 January 2025 and will be actioned in Month 10. This is in addition to the £10.14M previously transferred, bringing the total to £10.31M. £3.51M of new sustainable savings have been identified in Month 9 and are recommended to be transferred.

Savings Delivery

The savings targets built into 2024/25 budgets is £24.64M. £23.07M of the savings are reported as "delivered", up by £0.36M from the previous month, and a further £0.54M are "expected to be delivered". £0.84M of low-risk savings are being closely monitored. £0.20M of at risk savings within City Services are being covered by mitigations within the Resident Services Deficit Recovery Plans. This savings delivery is in addition to the in-year forecast transformation savings (£9.43M).

Deficit Recovery Plans

Deficit recovery plans are required to address adverse variances for Planning, City Services (including Waste) and Bereavement Services based on forecast overspends in these areas.

Dedicated Schools Grant (DSG) and School Balances

The DSG deficit is projected to reduce by £1.50M by the end of 2024/25, a £0.3M favourable movement since Month 8. Schools budget data shows there are 13 schools with a deficit balance and where necessary deficit recovery plans are being prepared.

Reserves

The General Fund reserve is forecast to be £12.00M at year end 2024/25, and Earmarked Reserves (excluding schools' balances) at £37.41M.

Housing Revenue Account (HRA)

The HRA is forecasting a balanced position at Month 9, with a reduction in depreciation being balanced by an increase in direct revenue financing of the capital programme. Additional insurance premium costs and energy costs are covered by increased service charges to leaseholders and other adverse variances are covered by favourable variances on staffing. The Landlord Controlled Heating Account carried a £2.35M deficit into 2024/25, and this is now expected to reduce to £1.74M by year end.

Capital Programme

The General Fund capital programme is reporting a forecast underspend of £21.15M. The major project variances are:

- Underspends reported in Care Director (£0.68M) and Belgrave Industrial Estate Roof (£0.27M)
- Slippage reported in Outdoor Sports Centre (£11.50M), Corporate Assets Decarbonisation Scheme (CADS) (£1.39M), Client Case Management System (£1.00M), Heritage Asser repair Programme (£0.96M) and Great Oaks Vermont Site (£0.94M)

The HRA capital programme is reporting a forecast underspend of £2.10M. The major project variances are:

- Underspends are reported in Fire Safety (£1.27M), Albion Towers Heating (£1.00M) and Insulation Upgrades (£0.30M)
- Overspends are reported in Block Modernisation Programme (£2.46M)
- Slippage reported in Renew Warden Alarm (£2.10M), Fire Safety (£1.74M) and Holyrood Estate (£2.02M)
- Projects being rephased into 2024/25 are Block Modernisation Programme (£0.60M) and Sprinkler Work (£3.24M)



	Working Budget 2024/25 £M	Forecast Outturn Month 9 £M	Forecast Variance Month 9 £M	
Directorates:				
Children & Learning	51.08	48.49	(2.59)	F
Community Wellbeing	79.18	76.51	(2.67)	F
Enabling Services	26.13	24.89	(1.23)	F
Growth & Prosperity	36.65	35.34	(1.31)	F
Resident Services	25.32	25.57	0.25	A
Strategy & Performance	5.74	5.08	(0.66)	F
Total Directorates	224.09	215.89	(8.21)	F
Levies & Contributions	0.10	0.10	0.00	
Contribution to General Fund Balance	1.93	1.93	0.00	
Capital Asset Management	11.92	11.92	0.00	
Other Expenditure & Income	16.25	6.11	(10.14)	F
Net Council Expenditure before EFS	254.29	235.94	(18.35)	F
Financed by:				
Council Tax	(120.44)	(120.44)	0.00	
Business Rates	(54.45)	(54.45)	0.00	
Non-Specific Government Grants & Other Funding	(40.13)	(40.18)	(0.05)	F
Total Funding	(215.02)	(215.07)	(0.05)	F
Net Over/(Underspend) before EFS	39.28	20.88	(18.40)	F
Exceptional Financial Support (EFS)	(39.28)	(20.88)		
Net Over/(Underspend)	0.00	0.00		

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General Fund Month 9 Commentary

Overall forecast position is £18.40M underspent, a favourable movement of £2.28M from Month 8

Children & Learning: a forecast underspend of £2.59M.

The overall £2.59M favourable variance is mainly due to favourable variances of £1.27M for Children Looked After for care package costs, £0.21M for lower Care Leavers client numbers, £0.30M for agency staffing reductions, £0.23M for Legal costs, £0.16M for Quality Assurance staffing and other variances, £0.15M reduction in supplies and services spend for Safeguarding, £0.13M additional Supporting Families grant and £0.14M of other favourable variances elsewhere. The directorate is forecasting £2.39M of transformation savings, of which £1.56M have been taken centrally.

Community Wellbeing: a forecast underspend of £2.67M.

The overall £2.67M favourable variance is largely due to favourable variances of £0.94M for non-recurrent staffing savings achieved as a result of the Phase 2A restructure, £0.99M within the ICU from the Respite Service redesign, additional income and use of grants, and £0.65M favourable variance on Living & Ageing Well - Cost of Care due to lower levels of activity and inflationary pressures compared to budget. In terms of transformation, savings of £2.9M are forecast, of which £2.35M have been taken centrally.

Enabling Services: a forecast underspend of £1.23M.

The £1.23M favourable variance is mainly due to £0.92M for staffing vacancies, £0.13M of additional income for Supplier Management and Finance and £0.09M of savings linked to AVCs take up. £0.14M of Data & Digital transformation savings have been taken centrally.

Growth & Prosperity: a forecast underspend of £1.31M.

The favourable variance of £1.31M is mainly due to £0.75M of further transformation savings for the School Travel Service, £0.81M of favourable variances within Property Services for reduced staffing and energy costs, and a £0.23M favourable variance in Transportation relating to staffing. There are adverse variances of £0.37M in Planning mostly relating to reduced income and £0.31M for investment property based on projected income. The directorate is forecasting £3.41M of transformation savings, of which £2.56M have been taken centrally.

Resident Services: a forecast overspend of £0.25M.

The £0.25M adverse variance is mainly due to adverse positions for emergency accommodation (£0.68M), District Operations (£0.17M) and Bereavement (£0.09M), reduced by favourable variances for Environmental Health & Trading Standards (£0.27M) and Port Health (£0.45M). There are £0.30M of in-year transformation savings within the directorate, of which, £0.27M have been taken centrally. It is proposed to meet the adverse variance for emergency accommodation from centrally held contingency.

Strategy & Performance: a forecast underspend of £0.66M.

The £0.66M favourable variance is mainly due to staffing vacancies (£0.50M) and additional income (£0.11M). £0.05M of transformation savings are included in the forecast.



Month 8 Adjusted Variance Vs Month 9



	Forecast Variance Month 8 £M		Sustainable Savings Removed £M	Adjusted Variance Month 8 £M		Forecast Variance Month 9 £M		Movement Adjusted Month 8 to Month 9 £M	
Directorates:									
Children & Learning	(1.78)	F	0.00	(1.78)	F	(2.59)	F	(0.81)	F ↑
Community Wellbeing	(1.89)	F	0.00	(1.89)	F	(2.67)	F	(0.77)	F ↑
Enabling Services	(1.11)	F	0.00	(1.11)	F	(1.23)	F	(0.12)	F ↑
Growth & Prosperity	(1.30)	F	0.00	(1.30)	F	(1.31)	F	(0.01)	F ↑
Resident Services	0.51	A	0.00	0.51	A	0.25	A	(0.26)	F ↑
Strategy & Performance	(0.36)	F	0.00	(0.36)	F	(0.66)	F	(0.30)	F ↑
Total Directorates	(5.93)	F	0.00	(5.93)	F	(8.21)	F	(2.28)	F ↑
Levies & Contributions	0.00		0.00	0.00		0.00		0.00	
Contribution to General Fund Balance	0.00		0.00	0.00		0.00		0.00	
Capital Asset Management	0.00		0.00	0.00		0.00		0.00	
Other Expenditure & Income	(10.14)	F	0.00	(10.14)	F	(10.14)	F	0.00	
Net Council Expenditure before EFS	(16.07)	F	0.00	(16.07)	F	(18.35)	F	(2.28)	F ↑
Financed by:									
Council Tax	0.00		0.00	0.00		0.00		0.00	
Business Rates	0.00		0.00	0.00		0.00		0.00	
Non-Specific Government Grants & Other Funding	(0.05)	F	0.00	(0.05)	F	(0.05)	F	0.00	
Total Funding	(0.05)	F	0.00	(0.05)	F	(0.05)	F	0.00	
Net Over/(Underspend) before EFS	(16.12)	F	0.00	(16.12)	F	(18.40)	F	(2.28)	F ↑

Children & Learning:

There is favourable movement of £0.81M from Month 8, mainly due to a review of staffing and agency budgets and the progress of posts being filled following the restructure, confirmation of additional Supporting Families grant and a review of supplies and services spending profiles.

Community & Wellbeing:

There is a £0.77M favourable movement from Month 8, mainly for Living & Ageing Well care costs (£0.5M) and favourable variances on staffing costs due to team restructures across ASC - Whole Life Pathways - Resourcing and ICU Provider Relationships.

Enabling Services:

There is a favourable movement of £0.12M from Month 8, due to an insurance rebate and revised salary forecasts.

Growth & Prosperity:

There is a £0.01M favourable movement from Month 8, mainly from favourable variances on staffing costs across the directorate (£0.31M) reduced by adverse movements on planning income (£0.26M).

Resident Services:

There is a favourable movement of £0.26M from Month 8, mainly relating to a forecast improvement in Port Health income (£0.27M).

Strategy & Performance:

There is a favourable movement of £0.30M from Month 8, mainly due to revised salary forecasts.



Executive Director	Description of saving	Savings £M
Children & Learning	Agency staff savings	0.30
Children & Learning	Care Leavers placements	0.10
Children & Learning	Legal savings	0.23
Children & Learning	Residential - non use of in house residential pressure in year	0.40
Children & Learning	Residential and Independent Foster Carer placements (transformation)	0.60
Community Wellbeing	Care package costs, including lower demand	0.65
Community Wellbeing	ICU contracts savings	0.05
Community Wellbeing	Improved income forecasts on BUPA beds due to higher occupancy	0.10
Community Wellbeing	In-year favourable variance on staffing budgets arising from team restructure	0.15
Community Wellbeing	Planned Respite reprovion	0.35
Enabling Services	Digital Services - salary surpluses	0.48
Growth & Prosperity	ADDP - energy cost savings	0.10
Total		3.51

The total of sustainable savings that have been transferred to centrally held contingency remains at £10.14M, with a further £0.17M identified at Month 8 to be transferred following Cabinet approval. £3.51M of new sustainable savings have been identified in Month 9 and are recommended to be transferred to contingency, of which £1.08M relate to transformation.



Transformation Savings



Executive Director	Month 9 Variance	Sustainable Savings Removed	Total Directorate Variance	Transformation Savings	Other Directorate Variances
	£M	£M	£M	£M	£M
Children & Learning	(2.59)	(1.56)	(4.15)	(2.39)	(1.76)
Community Wellbeing	(2.67)	(4.68)	(7.35)	(2.90)	(4.45)
Enabling Services	(1.23)	(0.14)	(1.37)	(0.14)	(1.23)
Growth & Prosperity	(1.31)	(2.56)	(3.86)	(3.41)	(0.46)
Resident Services	0.25	(0.27)	(0.02)	(0.30)	0.27
Strategy & Performance	(0.66)	0.00	(0.66)	(0.05)	(0.61)
Capital Asset Management	0.00	(0.94)	(0.94)	(0.25)	(0.69)
Total	(8.21)	(10.14)	(18.35)	(9.43)	(8.92)

Executive Director	Description of transformation saving	Savings £M
Children & Learning	Managing Demand	(0.23)
Children & Learning	Right Child / Right Home	(2.16)
Community Wellbeing	Commissioning	(0.50)
Community Wellbeing	Living & Ageing Well	(1.50)
Community Wellbeing	Phase 2A restructure	(0.40)
Community Wellbeing	Whole Life Pathways - LD	(0.50)
Enabling Services	Data & Digital - System Rationalisation	(0.14)
Growth & Prosperity	ADDP - energy cost savings	(0.10)
Growth & Prosperity	Parking and Traffic Management	(0.33)
Growth & Prosperity	School Travel Service	(2.23)
Growth & Prosperity	Service Redesign	(0.75)
Resident Services	Service Centre	(0.30)
Strategy & Performance	Strategic Core - Advertising	(0.05)
Capital Asset Management	Treasury Management (Reshaping Financial Management)	(0.25)
Total		(9.43)

Children & Lear...

Community Wel...

Enabling Services

Growth & Prosp...

Resident Services

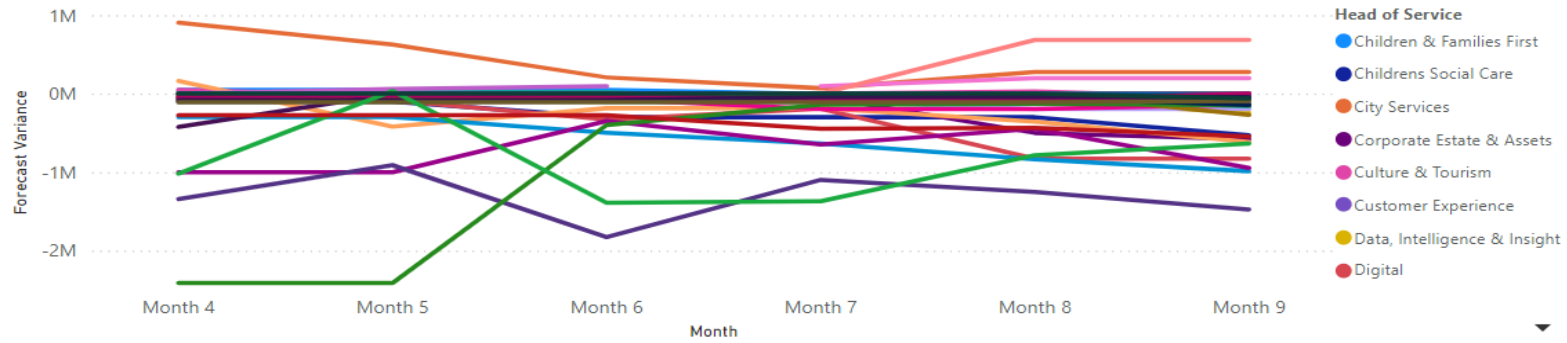
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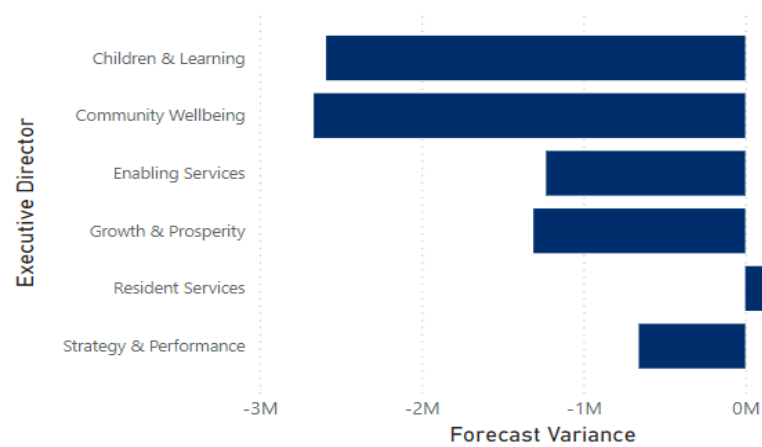
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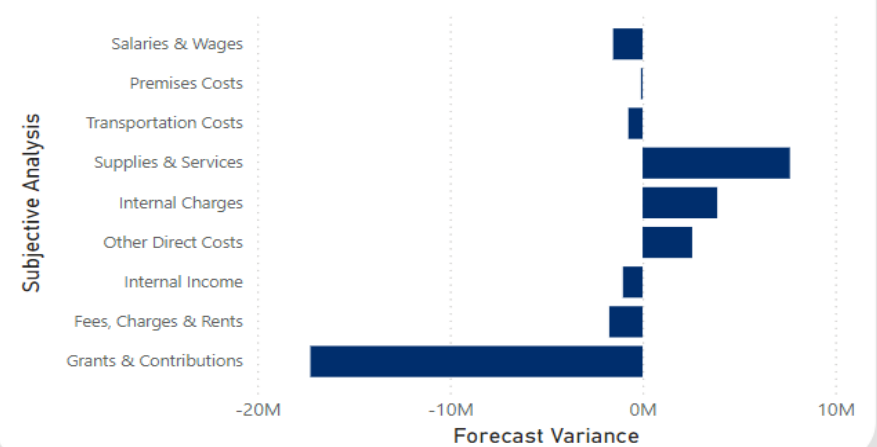
Variance Trend -



Variance to Budget -

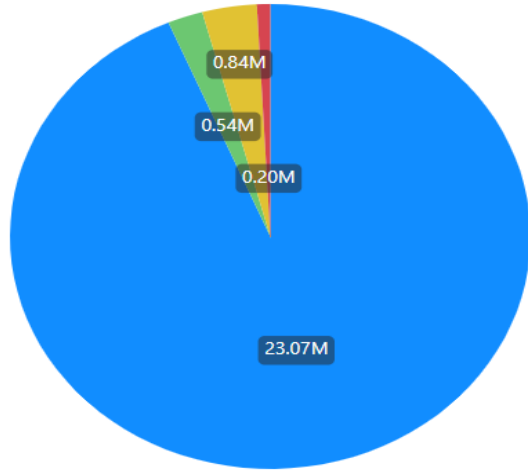


Variance by Subjective Analysis -



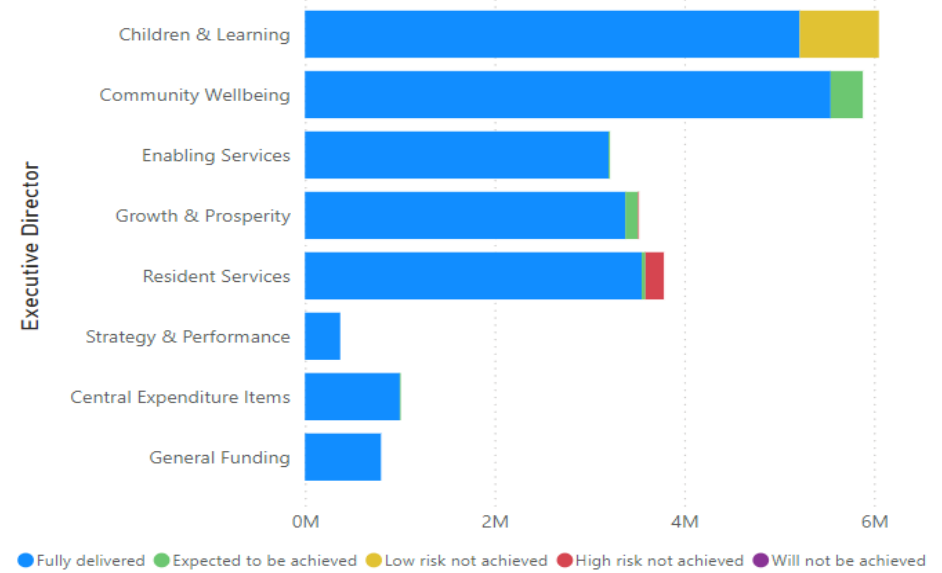


Savings Targets 2024/25 RAG Rated



● Fully delivered
 ● Expected to be achieved
 ● Low risk not achieved
 ● High risk not achieved
 ● Will not be achieved

Savings Targets per Directorate



Please select a Directorate to drillthrough

Key Issues

The current rate of non-achievement of savings is 1% or £0.20M forecast not to be achieved (Red & Purple) and this month £0.36M has moved from expected to be achieved (Green) to delivered (Blue).



Summary of variations to Budget (£M)

Executive Director	Client Packages and Placement costs	Coroner costs	Employee and Agency Costs	Energy	Fuel	Income	Legal costs	Non Achievement of savings	Other	Property Investment	Service Review of ICU	Transformation Savings held in directorate	Total
Children & Learning	(0.61)	0.00	(0.84)	0.00	0.00	(0.22)	0.00	0.00	(0.09)	0.00	0.00	(0.83)	(2.59)
Community Wellbeing	(0.33)	0.00	(1.13)	0.00	0.00	0.00	0.00	0.00	(0.54)	0.00	(0.12)	(0.55)	(2.67)
Enabling Services	0.00	0.00	(0.92)	0.00	0.00	(0.14)	0.00	0.00	(0.17)	0.00	0.00	0.00	(1.23)
Growth & Prosperity	0.00	0.00	(0.68)	(0.20)	0.00	0.22	0.01	0.01	(0.13)	0.31	0.00	(0.85)	(1.31)
Resident Services	0.00	0.32	0.93	0.00	0.07	(1.50)	0.00	0.20	0.26	0.00	0.00	(0.03)	0.24
Strategy & Performance	0.00	0.00	(0.50)	0.00	0.00	(0.10)	0.00	0.00	(0.01)	0.00	0.00	(0.05)	(0.66)
Total	(0.94)	0.32	(3.14)	(0.20)	0.07	(1.74)	0.01	0.21	(0.68)	0.31	(0.12)	(2.31)	(8.21)

Within directorates there are favourable variances of £2.31M for Transformation Savings (excluding those transferred to contingency), £3.14M for staffing and agency costs, £1.74M for increased income, £0.94M for client packages and placements and £1.00M for other factors. The main adverse variances are for property investment income shortfalls £0.31M and Coroner costs £0.32M, with £0.29M for other factors. The £8.21M net favourable variance for directorates is after £9.20M of sustainable savings have been taken centrally, of which £6.87M relates to Transformation Savings.



	Working Budget 2024/25 £M	Forecast Outturn Month 9 £M	Forecast Variance Month 9 £M		Movement Month 8 to Month 9 £M	
Children & Families First	3.66	3.53	(0.13)	F	(0.13)	F ↑
Children & Families First	4.71	4.58	(0.13)	F	(0.13)	F ↑
Childrens Social Care	(6.63)	(7.16)	(0.53)	F	(0.23)	F ↑
Divisional Management	(7.63)	(7.93)	(0.30)	F	(0.15)	F ↑
ICU - Children's Services	0.38	0.38	0.00		0.00	
Legal (Children's)	0.62	0.39	(0.23)	F	(0.08)	F ↑
Education	4.18	4.15	(0.04)	F	0.00	
DSG Central School Services Block	(0.06)	(0.06)	0.00		0.00	
DSG Early Years Block	0.00	0.00	0.00		0.00	
DSG High Needs Block Education	2.60	2.60	0.00		0.00	
DSG Schools Block	0.00	0.00	0.00		0.00	
Education - Asset Management	0.84	0.84	0.00		0.00	
Education & Learning	0.81	0.77	(0.04)	F	0.00	
Quality Assurance	2.65	2.49	(0.16)	F	(0.08)	F ↑
Quality Assurance Business Unit	2.65	2.49	(0.16)	F	(0.08)	F ↑
SEND	(1.55)	(1.60)	(0.05)	F	0.00	
DSG High Needs Block SEND	(2.60)	(2.60)	0.00		0.00	
Education - High Needs	1.04	0.99	(0.05)	F	0.00	
Pathways Through Care	33.74	32.27	(1.48)	F	(0.22)	F ↑
Care Leavers	1.07	0.87	(0.21)	F	(0.05)	F ↑
Children Looked After	32.67	31.40	(1.27)	F	(0.18)	F ↑
Resources	11.78	11.64	(0.14)	F	(0.09)	F ↑
Jigsaw	5.45	5.46	0.00		0.00	
Safeguarding	5.28	5.13	(0.15)	F	(0.09)	F ↑
Young Peoples Service	3.24	3.18	(0.06)	F	(0.06)	F ↑
Young Peoples Service	2.33	2.33	0.00		0.00	
Youth Offending	0.91	0.85	(0.06)	F	(0.06)	F ↑
Total Children & Learning	51.08	48.49	(2.59)	F	(0.81)	F ↑

Children & Learning: a forecast underspend of £2.59M.

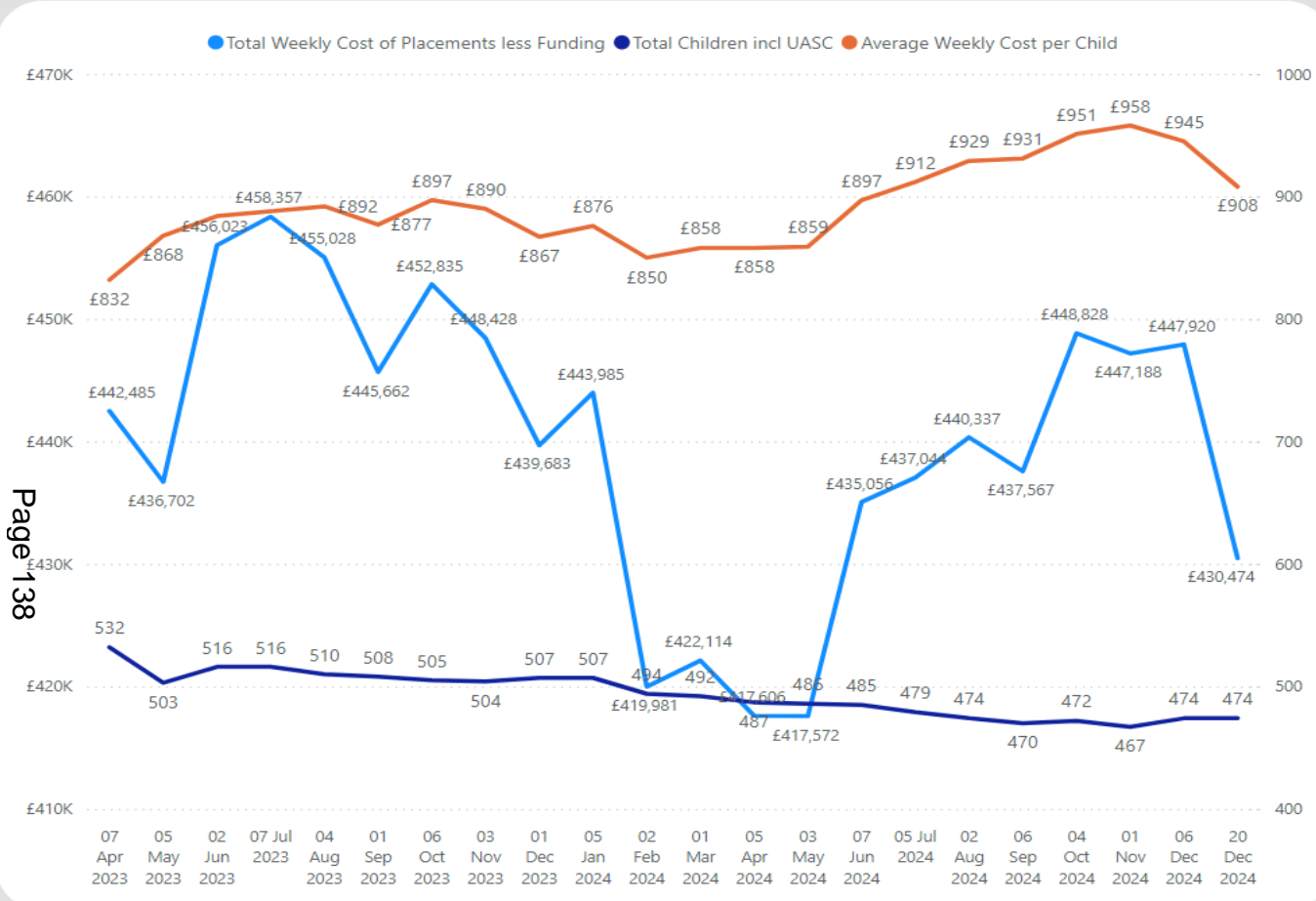
There is a £0.81M favourable movement from Month 8. This mainly due to a review of staffing and agency budgets and the progress of posts being filled post restructure, confirmation of additional Supporting Families grant and a review of supplies and services spending profiles.

The favourable variance of £2.59M at Month 9 is due primarily to a favourable variance of £1.27M for Children Looked After as package costs remain less than budgeted, together with favourable variances of £0.21M for Care Leavers as client numbers are less than budgeted, £0.30M for Divisional Management due to agency staffing projections, £0.15M in Safeguarding due to a forecast reduction in supplies and services spend, £0.23M for Legal costs being less than budgeted, £0.16M for Quality Assurance relating to staffing and smaller variances, £0.13M for Children & Families First due to additional Supporting Families grant funding, and £0.05M for Youth Offending due to a review of staffing vacancies and related staffing projections. There is also a £0.05M favourable variance in Education High Needs due to the net impact of staffing vacancies and pay award pressures and £0.04M favourable variances elsewhere. The directorate is forecasting transformation savings of £2.39M, including a further £0.60M identified at Month 9 that is proposed to be taken in Month 10.

In recent months the numbers of clients and average cost has plateaued and in some areas has begun to increase. This is being looked at closely by the service as it represents a financial risk for further savings delivery.



Children Looked After Numbers



Total weekly cost of placements less funding

Over the past 18 months the weekly cost reduced up to the end of May by around 6%, but has subsequently increased and started to plateau. Some of this relates to cost uplifts, however some of this relates to a recent increase in high needs/cost clients.

The graph shows a temporary increase in the latest week's figures which is mainly due to a short-term high cost client.

Numbers of Children

Over the past 18 months the numbers of children in care have reduced by over 10%.

Average cost per child

The average cost per child did reduce in the final quarter of the last financial year, but as per the total weekly costs this has started to increase and is linked to the same reasons as the total weekly costs.

The increase in this figure is again due to a short-term high cost client.



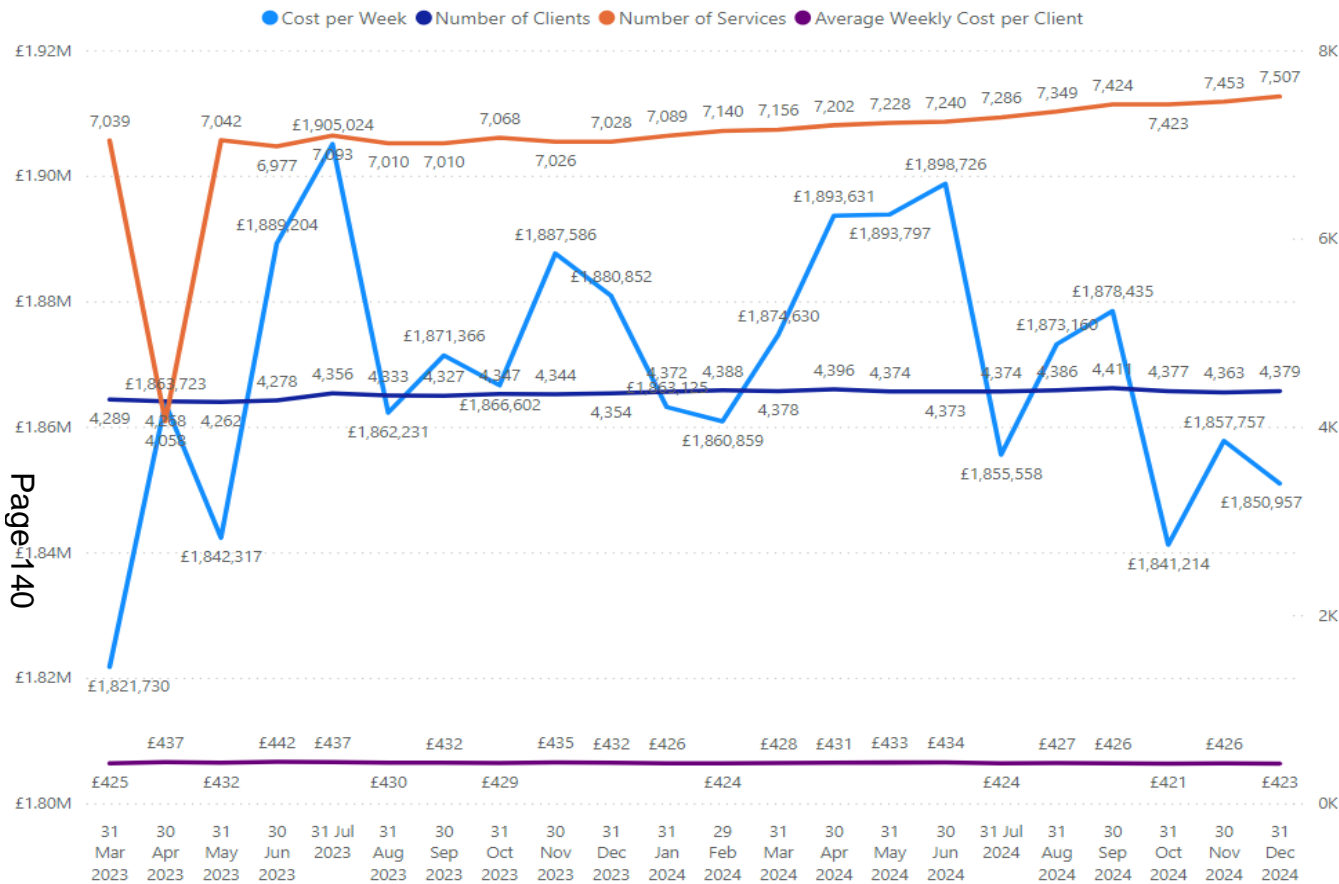
	Working Budget 2024/25 £M	Forecast Outturn Month 9 £M	Forecast Variance Month 9 £M		Movement Month 8 to Month 9 £M	
Integration	18.13	17.14	(0.99)	F ●	(0.15)	F ↑
ICU - Provider Relationships	15.86	15.38	(0.48)	F ●	(0.15)	F ↑
ICU - System Redesign	2.27	1.76	(0.51)	F ●	0.00	
Living & Ageing Well	38.40	37.46	(0.95)	F ●	(0.50)	F ↑
ASC - Living & Ageing Well - Cost of care	28.24	27.59	(0.65)	F ●	(0.50)	F ↑
ASC - Living & Ageing Well - Resourcing	10.16	9.87	(0.30)	F ●	0.00	
Public Health	0.00	0.00	0.00	●	0.00	
Public Health - Health Improvement	1.89	1.89	0.00	●	0.00	
Public Health - Health Protection and Surveillance	10.21	10.21	0.00	●	0.00	
Public Health - Management & Overheads	(16.11)	(16.11)	0.00	●	0.00	
Public Health - Non-ringfenced	0.00	0.00	0.00	●	0.00	
Public Health - Population Healthcare	4.01	4.01	0.00	●	0.00	
Quality, Governance & Professional Development	(23.46)	(23.61)	(0.14)	F ●	(0.01)	F ↑
ASC - Quality, Assurance & Professional Development	(23.46)	(23.61)	(0.14)	F ●	(0.01)	F ↑
Stronger Communities	1.60	1.55	(0.04)	F ●	0.00	
Community Safety, Alcohol Related Crime, CCTV	0.31	0.31	0.00	●	0.00	
Domestic Violence	0.37	0.37	0.00	●	0.00	
Grants to Voluntary Organisations	0.49	0.45	(0.04)	F ●	0.00	
Stronger Communities	0.43	0.43	0.00	●	0.00	
Whole Life Pathways	44.51	43.97	(0.55)	F ●	(0.11)	F ↑
ASC - Whole Life Pathways - Directly Delivered Services	2.40	2.35	(0.04)	F ●	0.00	
ASC - Whole Life Pathways - LD Cost of care	26.49	26.49	0.00	●	0.00	
ASC - Whole Life Pathways - MH Cost of care	11.53	11.53	0.00	●	0.00	
ASC - Whole Life Pathways - Other Cost of care	0.16	0.16	0.00	●	0.00	
ASC - Whole Life Pathways - Resourcing	3.94	3.44	(0.50)	F ●	(0.11)	F ↑
Total Community Wellbeing	79.18	76.51	(2.67)	F ●	(0.77)	F ↑

Community Wellbeing: a forecast underspend of £2.67M.

There is a favourable movement of £0.77M from Month 8 to Month 9. The movement is mainly attributable to a favourable variance of £0.5M on Living & Age Well care costs and favourable variances on staffing costs due to team restructures across ASC - Whole Life Pathways - Resourcing and ICU Provider relationships. The overall £2.67M favourable variance is largely due to favourable variances in the ICU, favourable variances on staffing budgets and improvements in the forecast on Living & Ageing Well - Cost of Care. There are favourable variances in the ICU totalling £0.99M as the proposed Respite Service redesign started later than initially planned with estimated costs being less than budgeted. There are also favourable variances on ICU staffing costs with vacancies being held pending restructure, improved income forecasts, reduced contract costs and improved forecasts from offsetting costs with grant funding. There is a favourable variance of £0.94M across Quality, Assurance & Professional Development, Whole Life Pathways Resourcing and Living & Ageing Well Resourcing arising from non-recurrent staffing savings achieved as a result of the Phase 2A restructure. Additionally, there is a £0.65M favourable variance on Living & Ageing Well - Cost of Care due to lower levels of activity and inflationary pressure compared to budget, which will be in part due to the ongoing transformation work in the service. There are also some small favourable variances on Whole Life Pathways - Directly Delivered Services and Grants to Voluntary Organisations. In terms of transformation, savings of £2.9M are forecast.



Adult Client Package Numbers



Number of Clients

The total number of Adults placements has increased by around 100 placements since the end of the 2022-23 financial year, an increase of around 2.25%. However, numbers have been relatively stable since January 2024, holding at around 4,350 clients with current authorised services.

Average Weekly Cost per Client

Average weekly costs per client have generally been between £425 per week and £450 per week for that time period, but we have seen a general downward trend in the total weekly cost for current authorised services since July 2023. This is due to ongoing work undertaken by the service, including resolution of legacy issues arising from the Discharge to Assess process.

N.B.

Figures are subject to change once the position has been finalised



	Working Budget 2024/25 £M	Forecast Outturn Month 9 £M	Forecast Variance Month 9 £M		Movement Month 8 to Month 9 £M	
Digital	11.16	10.33	(0.83)	F	0.00	
Digital Services	11.16	10.33	(0.83)	F	0.00	
Enabling Services	1.78	1.77	(0.01)	F	0.00	
Corporate Management	1.54	1.53	(0.01)	F	0.00	
Internal Audit	0.24	0.24	0.00		0.00	
Finance - Corporate & Strategic	(2.88)	(2.68)	0.20	A	0.00	
Centrally Apportionable Overheads	(7.67)	(7.67)	0.00		0.00	
Corporate Finance	2.45	2.61	0.16	A	0.00	
Net Housing Benefit Payments	0.00	0.00	0.00		0.00	
Pension & Redundancy Costs	2.34	2.38	0.04	A	0.00	
Finance - Operational	6.03	5.84	(0.20)	F	0.00	
Accounts Payable	0.70	0.77	0.07	A	0.00	
Accounts Receivable	2.25	2.09	(0.15)	F	0.00	
Local Taxation & Benefits Services	3.09	2.97	(0.12)	F	0.00	
Human Resources & Organisational Development	2.83	2.70	(0.13)	F	0.00	
HR Services	2.83	2.70	(0.13)	F	0.00	
Legal & Governance	4.31	4.17	(0.14)	F	(0.14)	F ↑
Democratic Representation & Managemen	2.30	2.23	(0.07)	F	(0.03)	F ↑↑
Registration of Electors and Elections Costs	0.53	0.52	(0.01)	F	(0.05)	F ↑↑
Risk Management	1.48	1.42	(0.06)	F	(0.06)	F ↑
Legal Partnership	1.45	1.42	(0.03)	F	0.00	
Land Charges	(0.14)	(0.14)	0.00		0.00	
Legal Services & Customer Relations	1.59	1.56	(0.03)	F	0.00	
Supplier Management	1.44	1.35	(0.09)	F	0.02	A ↓
Supplier Management Services	1.44	1.35	(0.09)	F	0.02	A ↓
Total Enabling Services	26.13	24.89	(1.23)	F	(0.12)	F ↑

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Enabling Services: a forecast underspend of £1.23M.

There is a favourable movement of £0.12M from Month 8. The movement is mainly related to a low claims insurance rebate and a revision of salary forecasts in Elections and Democratic Services.

The overall variance comprises of underspends of £0.92M due to vacancies; £0.13M of additional income for Supplier Management and Finance; £0.09M of savings linked to AVCs, £0.06M for the low claims insurance rebate and there are other minor adverse variances.

£0.14M of Data & Digital transformation savings within the directorate have been taken centrally. And further £0.48M of sustained underspend has been declared this month and will also be taken centrally.



	Working Budget 2024/25 £M	Forecast Outturn Month 9 £M	Forecast Variance Month 9 £M		Movement Month 8 to Month 9 £M	
Corporate Estate & Assets	5.13	4.55	(0.58)	F	(0.08)	F ↑
Central Repairs & Maintenance	3.01	3.01	0.00		0.00	
Energy Team	0.13	0.13	0.00		0.00	
Property Portfolio Management	(6.97)	(6.66)	0.31	A	0.00	
Property Services	8.09	7.20	(0.89)	F	(0.08)	F ↑
Facilities	0.87	0.87	0.00		0.00	
Culture & Tourism	3.75	3.70	(0.05)	F	(0.08)	F ↑
Cultural Services	1.71	1.69	(0.02)	F	(0.08)	F ↑
Libraries	2.04	2.01	(0.03)	F	0.00	
Economic Development & Regeneration	1.30	1.30	0.00		0.00	
City Development	0.71	0.71	0.00		0.00	
Economic Development	0.20	0.20	0.00		0.00	
Skills & Employment Support	0.39	0.39	0.00		0.00	
Growth & Prosperity	0.66	0.62	(0.04)	F	0.00	
Directorate Management	0.04	0.04	0.01	A	0.00	
Transport & Planning	25.80	25.17	(0.64)	F	0.15	A ↓
Flood Risk Management	0.16	0.12	(0.04)	F	(0.04)	F ↑
Highways Contracts	9.28	9.29	0.01	A	0.00	
Home To School Transport	9.95	9.20	(0.75)	F	0.08	A ↓
Planning	0.79	1.16	0.37	A	0.26	A ↓
Transportation	5.63	5.41	(0.23)	F	(0.15)	F ↑
Total Growth & Prosperity	36.65	35.34	(1.31)	F	(0.01)	F ↑

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Growth & Prosperity: a forecast underspend of £1.31M.

There is a favourable movement of £0.01M from Month 8 to Month 9. This is after £2.56M of sustainable savings have been taken centrally to date. The movement is largely attributed to a £0.08M reduction in employee costs in Culture & Tourism due to maternity leave, role appointments and unfilled positions, £0.15M in Transportation and £0.08M from Property Services. An adverse variance of £0.26M in planning - development management and £0.08M from the School Travel Service.

The overall favourable variance of £1.31M is attributable to a favourable variance of £0.75M from the School Travel Service as a result of further route optimisation and introduction of a dynamic purchasing system. A £0.81M favourable variance from Property Services from reduced energy costs and £0.59M in reduced staffing costs following a review and deletion of vacant posts. Transportation is also forecasting a £0.23M favourable variance due to adjustments made to staffing costs following a establishment list review. However, there is adverse variance of £0.37M in Planning - development management which is largely driven by reduced forecasted income of £0.26M in planning applications, £0.03M in admin charges, and £0.04M in section 106 fees. This was diminished by a £0.07M increase in pre-application income and £0.02M in other minor adjustments in pay awards and street naming income. Property Portfolio Management has a £0.31M adverse variance due to post-COVID recovery targets likely being unachievable. In terms of transformation, savings of £3.41M are forecast.



Resident Services Month 9



	Working Budget 2024/25 £M	Forecast Outturn Month 9 £M	Forecast Variance Month 9 £M		Movement Month 8 to Month 9 £M	
City Services	21.99	22.27	0.27	A	0.00	
City Services - Commercial Services	0.87	0.86	(0.02)	F	0.00	
City Services - District Operating Areas	5.10	5.26	0.17	A	0.00	
City Services - Management & Compliance	0.54	0.53	(0.02)	F	0.00	
City Services - Waste Operations	16.20	16.25	0.05	A	0.00	
Fleet Trading Area	(0.93)	(0.86)	0.08	A	0.00	
Landscape Trading Area	0.22	0.22	0.01	A	0.00	
Customer Experience	0.49	0.47	(0.02)	F	0.00	
Customer Experience	0.49	0.47	(0.02)	F	0.00	
Emergency Preparedness, Planning & Response	0.13	0.13	0.00	F	0.00	
Emergency Planning	0.13	0.13	0.00	F	0.00	
Environment	(8.49)	(9.11)	(0.62)	F	(0.26)	F ↑
CPRES - Bereavement Services	0.59	0.68	0.09	A	0.04	A ↓
CPRES - Environmental Health & Scientific Services	1.64	1.37	(0.27)	F	(0.02)	F ↑
CPRES - Licensing	(0.06)	(0.05)	0.01	A	(0.01)	F ↑
CPRES - Parking & Itchen Bridge	(10.38)	(10.38)	0.00	F	0.00	
CPRES - Port Health	(0.78)	(1.22)	(0.45)	F	(0.27)	F ↑
CPRES - Private Sector Housing	0.41	0.41	0.01	A	0.00	
CPRES - Registration Services	(0.19)	(0.20)	(0.01)	F	(0.01)	F ↑
Green Cities	0.00	0.00	0.00	F	0.00	
Health & Safety	0.29	0.30	0.01	A	0.00	
Housing	4.97	5.65	0.68	A	0.00	
DFG Support	(0.01)	(0.01)	0.00	F	0.00	
Housing Needs	4.83	5.52	0.68	A	0.00	
Social Fund & Property	0.18	0.18	0.00	F	0.00	
Travellers Sites	(0.04)	(0.04)	0.00	F	0.00	
Resident Services	2.80	2.80	0.00	F	0.00	
Leisure Contracts	2.69	2.69	0.00	F	0.00	
Leisure Strategy	0.11	0.11	0.00	F	0.00	
Service Centre	3.43	3.36	(0.08)	F	0.00	
Customer Services	3.43	3.36	(0.08)	F	0.00	
Total Resident Services	25.32	25.57	0.25	A	(0.26)	F ↑

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Resident Services: a forecast overspend of £0.25M.

There is a favourable movement of £0.26M from Month 8. This is mainly due to an updated forecast on Port Health income of £0.27M favourable following a review in month. There were also minor favorable movements totalling £0.03M favourable in Environmental Health, Registration and Licensing predominately to do with staffing. There is an adverse movement in Bereavement of £0.04M for the Coroners Services following an updated estimated recharge from Hampshire in the month.

The overall adverse variance of £0.25M is mainly due to adverse positions for emergency accommodation of £0.68M, District Operations of £0.17M and £0.09M on Bereavement, along with a net adverse position of £0.02M across various other services. This is reduced by favourable positions on Port Health of £0.45M and Environmental Health and Trading Standards of £0.27M. It is proposed to meet the adverse variance for emergency accommodation from centrally held contingency.

There are £0.30M of in-year transformation savings within the directorate, of which, £0.27M has been moved centrally.



	Working Budget 2024/25 £M	Forecast Outturn Month 9 £M	Forecast Variance Month 9 £M		Movement Month 8 to Month 9 £M	
Data, Intelligence & Insight	1.21	0.96	(0.24)	F	(0.16)	↑ F
Data & Intelligence	1.21	0.96	(0.24)	F	(0.16)	↑ F
Marketing & Communications	0.94	0.80	(0.14)	F	0.05	↓ A
Corporate Communications	0.94	0.80	(0.14)	F	0.05	↓ A
Projects & Change	1.49	1.22	(0.27)	F	(0.27)	↑ F
Projects, Policy & Performance	0.00	0.00	0.00		0.00	
Strategy & Performance	2.11	2.11	0.00		0.08	↓ A
Strategic Management of the Council	2.11	2.11	0.00		0.08	↓ A
Total Strategy & Performance	5.74	5.08	(0.66)	F	(0.30)	↑ F

Strategy & Performance: a forecast underspend of £0.66M.

There has been a favourable movement of £0.30M since Month 8. The movement is mainly due to revised salary forecasts. The overall favourable variance comprises of £0.50M linked to salary underspends due to vacancies in the Data team, Policy team and Communications. Plus £0.11M of additional income in Communications and Data & Digital.

There are £0.05M of in-year transformation savings within the directorate, and £0.04M of sustained in year savings which will be moved to contingency.



General Fund Capital Month 9



	Adjusted 2024-25 Budget £M	Forecast Outturn Month 9 £M	Forecast Variance Month 9 £M	Explained By:	(Slippage)/ Rephasing Month 9 £M	(Surplus)/ Deficit Month 9 £M
Directorates:						
Children & Learning	14.62	10.75	(3.87)	F	(3.39)	(0.48)
Community Wellbeing	4.25	4.25	0.00		0.00	0.00
Enabling Services	4.15	2.12	(2.03)	F	(1.35)	(0.68)
Growth & Prosperity	47.21	44.07	(3.14)	F	(2.91)	(0.23)
Resident Services	17.88	5.77	(12.11)	F	(12.11)	0.00
Strategy & Performance	8.13	8.13	0.00		0.00	0.00
Total General Fund	96.23	75.08	(21.15)	F	(19.75)	(1.39)
Financed by:						
Council Resources - Borrowing	7.73	7.73	0.00		0.00	0.00
Council Resources - Capital Receipts	8.43	8.43	0.00		0.00	0.00
Contributions	6.14	5.05	(1.08)	F	(1.06)	(0.03)
Grants	52.47	48.64	(3.84)	F	(3.38)	(0.46)
Council Resources - DRF	1.71	1.71	0.00		0.00	0.00
Minimum Revenue Account	0.00	0.00	0.00		0.00	0.00
Total Financing	96.23	75.08	(21.15)	F	(19.75)	(1.39)

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The General Fund capital programme is reporting an overall forecast underspend of £21.15M. This is made up of £19.75M slippage, along with £1.39M of net budget surpluses. The net surplus of £1.39M is made up of £1.85M of surpluses, reduced by £0.46M of deficits.

Major Variances

Directorate	Project	Variance type	Variance Month 9 £M
Children & Learning	Bassett Green Primary School West block part of South block roof	Slippage	(0.27)
Children & Learning	Fairisle Jr School Flat roof New roof coverings and insulation	Slippage	(0.10)
Children & Learning	Fairisle Nursery/Infants Heating	Slippage	(0.39)
Children & Learning	Foundry Lane Primary School Main Block roof coverings	Slippage	(0.27)
Children & Learning	Great Oaks Vermont Site	Slippage	(0.94)
Children & Learning	Moorlands Primary School Flat roof, new roof covering and insulation	Slippage	(0.16)
Children & Learning	Newtown Early Years	Slippage	(0.14)
Children & Learning	Redbridge Primary School Screed	Slippage	(0.12)
Children & Learning	School Condition Allocation	Slippage	(0.43)
Children & Learning	St Georges Expansion	Slippage	(0.24)
Children & Learning	Townhill Junior	Slippage	(0.17)
Children & Learning	Valentine School	Underspend	(0.39)
Enabling Services	CareDirector	Surplus	(0.68)
Enabling Services	Client Case Management System	Slippage	(1.00)
Enabling Services	IT Equipment and Software Refresh	Slippage	(0.30)
Growth & Prosperity	Bargate North Walls	Slippage	(0.45)
Growth & Prosperity	Belgrave Industrial Estate Roof	Surplus	(0.27)
Growth & Prosperity	Corporate Assets Decarbonisation Scheme (CADS)	Slippage	(1.39)
Growth & Prosperity	Heritage Asset Repair Programme (HARP)	Slippage	(0.96)
Other minor			(0.57)
Resident Services	Outdoor Sports Centre	Slippage	(11.50)
Resident Services	Solar Powered Compactor Bins	Slippage	(0.42)

General Fund Earmarked Reserves (excluding Schools Balances)

	Balance As At 01/04/2024 £M	Forecast Balance As At 31/03/2025 £M	Movement 2024/25 £M		Forecast Balance As At 31/03/2026 £M	Movement 2025/26 £M			
Medium Term Financial Risk Reserve	9.72	9.75	0.03	F	↑	10.97	1.22	F	↑
Organisational Redesign Reserve	2.50	2.91	0.41	F	↑	2.91	0.00		
Transformation & Improvement Reserve	4.66	6.05	1.39	F	↑	5.96	(0.10)	A	↓
Revenue Contributions to Capital	1.00	1.50	0.50	F	↑	0.92	(0.57)	A	↓
Social Care Demand Risk Reserve	2.00	2.20	0.20	F	↑	2.20	0.00		
Revenue Grants Reserve	4.21	0.00	(4.21)	A	↓	0.00	0.00		
Investment Risk Reserve	0.80	1.20	0.40	F	↑	1.60	0.40	F	↑
Directorate Carry Forwards	0.00	0.00	0.00			0.00	0.00		
PFI Sinking Fund	4.35	3.93	(0.42)	A	↓	3.49	(0.43)	A	↓
Insurance Reserve	2.20	2.20	0.00			2.20	0.00		
On Street Parking	2.48	0.54	(1.94)	A	↓	0.02	(0.52)	A	↓
DSG Reserve	3.99	5.49	1.50	F	↑	6.74	1.25	F	↑
Other Reserves	2.69	1.65	(1.03)	A	↓	1.48	(0.17)	A	↓
Total Earmarked Reserves	40.58	37.41	(3.17)	A	↓	38.48	1.07	F	↑
General Fund Balance	10.07	12.00	1.93	F	↑	12.00	0.00		
Total GF Reserves (excl. Schools)	50.65	49.41	(1.24)	A	↓	50.48	1.07	F	↑

There is a forecast balance of £9.75M on the Medium Term Financial Risk (MTFR) Reserve at the end of 2024/25, assuming the forecast in-year surplus is used to reduce the Exceptional Financial Support requirement and not added to the reserve. An increase in the General Fund Balance to £12.0M was included in the 2024/25 budget.



Collection Fund



Collection Fund Balance

	Council Tax £M	Business Rates £M	Total £M
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Distribution of previous year's estimated surplus/(contribution towards estimated deficit)	(1.18)	6.61	5.43
Net income and expenditure for 2024/25	0.49	(0.59)	(0.10)
(Surplus)/Deficit for the year	(0.69)	6.02	5.33
(Surplus)/Deficit brought forward from 2023/24	1.24	(8.42)	(7.19)
Overall (Surplus)/Deficit Carried Forward	0.55	(2.40)	(1.86)
SCC Share of (Surplus)/Deficit	0.46	(1.18)	(0.72)

For the Collection Fund as a whole there is a forecast cumulative surplus of £1.86M to be carried forward into 2025/26, from an improvement of £1.76M in the 2023/24 outturn position and a £0.10M forecast net surplus for 2024/25.

The £0.10M forecast net surplus for 2024/25 comprises a deficit of £0.49M for council tax and a surplus of £0.59M for business rates. The forecast deficit for council tax relates to an increase in the estimate for non-collection, offset by a reduction in local council tax support costs. The business rates surplus is due to a decrease in the provision for appeals and a reduction in the estimate for non collection, offset by interest on refunds.

SCC's share of the forecast cumulative surplus is £0.72M. In addition to this there is a £1.71M adverse variance on estimated government grant income for business rates reliefs, due to a large reduction in funded reliefs. This is a General Fund budget which sits

Collection Rates

Over or underachievement of collection rates has a positive or negative impact on the Collection Fund Balance.

Council Tax	April	May	June	July	August	September	October	November	December
Expected Collection - Projected (93.03%) avg collection	9.82%	8.80%	8.66%	8.61%	8.57%	8.67%	8.75%	8.78%	8.55%
In month Expected Collection £	14,494,929	12,978,087	12,768,068	12,737,128	12,706,600	12,870,634	13,014,047	13,032,463	12,670,116
Expected Collection - Difference (in month) £	↓ (154,666)	↑ 14,474	↓ (176,580)	↑ 288,357	↓ (2,128)	↓ (103,882)	↓ (59,126)	↓ (125,610)	↑ 333,244
Expected Collection - Difference year to date £	↓ (154,666)	↓ (125,302)	↓ (312,240)	↓ (132,927)	↓ (262,455)	↓ (476,493)	↓ (649,774)	↓ (598,155)	↓ (135,545)

Council Tax Collection

In-year - As of 31st December 2024 net collectable debt is £148.27M. The collection rate is 79.10%. This is down £0.60M to where we expect to be.

The gap has narrowed from last month by 0.31%. We are on target to collect what we expected to collect at the end of the financial year = 93.03%.

Business Rates Collection

In-year - As of 31st December 2024, net collectable debt is £112.07M. Performance dropped due to a large single invoice raised for the port of Southampton (£7M) which should be paid before the end of the financial year.

Arrears collection remains well ahead of target.

Business Rates	April	May	June	July	August	September	October	November	December
Expected Collection - Projected (97.05%) avg collection	16.10%	8.75%	8.75%	8.75%	8.75%	8.75%	8.75%	8.75%	8.75%
In month Expected Collection £	17,970,500	9,766,040	9,683,981	9,808,680	9,823,847	9,846,472	9,850,107	9,806,533	9,806,049
Expected Collection - Difference (in month) £	↓ (1,508,405)	↑ 2,336,509	↑ 1,228,332	↑ 2,181,699	↓ (1,312,954)	↓ (1,174,746)	↓ (988,049)	↓ (699,212)	↓ (1,171,507)
Expected Collection - Difference year to date £	↓ (1,508,405)	↑ 829,089	↑ 2,290,470	↑ 3,993,326	↑ 2,606,964	↑ 1,300,085	↑ 287,172	↓ (70,415)	↓ (1,237,642)



Housing Revenue Account Month 9



Housing Revenue Account	Working Budget 2024/25 £M	Forecast Outturn Month 9 £M	Forecast Variance Month 9 £M		Movement Month 8 to Month 9 £M
Income					
Dwelling Rents	(80.29)	(80.22)	0.07	A	0.00
Other Rents	(1.21)	(1.21)	0.00		0.00
Service Charge Income	(2.53)	(2.53)	0.00		0.00
Leaseholder Service Charges	(1.14)	(1.54)	(0.40)	F	0.00
Interest Received	(0.11)	(0.15)	(0.04)	F	0.00
Total Income	(85.27)	(85.64)	(0.37)	F	0.00
Operational Expenditure					
Responsive Repairs	18.10	17.05	(1.05)	F	0.00
Cyclical Maintenance	6.99	6.79	(0.21)	F	0.00
Rents Payable	0.45	0.65	0.20	A	0.00
Debt Management	0.09	0.09	0.00		0.00
Supervision & Management	29.80	30.13	0.34	A	0.00
Total Operational Expenditure	55.43	54.71	(0.72)	F	0.00
Capital Asset Management					
Interest & Principal Repayments	6.46	6.15	(0.31)	F	0.00
Depreciation	22.35	18.12	(4.23)	F	0.00
Direct Revenue Financing of Capital	0.54	6.17	5.63	A	0.00
Total Capital Asset Management	29.35	30.44	1.09	A	0.00
(Surplus)/deficit for year	(0.50)	(0.50)	0.00		0.00
Working Balance B/Fwd	(2.59)	(2.59)			
Working Balance C/Fwd	(3.09)	(3.09)			

Landlord Controlled Heating	2023/24 Outturn £M	Month 9 Forecast £M
Expenditure		
Costs incurred in year	7.39	8.00
Contribution to bad debt provision	0.20	(0.20)
Prior year adjustment	(0.78)	0.00
Gross Expenditure	6.81	7.80
Income		
Rent collected in year	(7.57)	(7.90)
Leaseholder contribution	(0.47)	(0.51)
Total Income	(8.03)	(8.41)
(Surplus)/deficit for year	(1.23)	(0.61)
Balance B/fwd	3.58	2.35
Balance C/fwd	2.35	1.74

HRA POSITION: a balanced position is forecast.

The overall forecast is in line with the business plan position. There is a favourable position forecast on depreciation based on the reduced asset values recognised in the 2023/24 accounts. There is an off-setting increase in direct revenue financing to ensure the capital programme is not underfunded as a result. Additional insurance premium costs and energy costs of £0.40M are covered by increased service charges to leaseholders. Adverse forecast on rents payable, Estate Regeneration and bad debt are covered by favourable forecasts on staffing.

The landlord-controlled heating account deficit brought forward from 2023/24 is £2.35M, and, based on anticipated cost for 2024/25 and additional income from charge increases, is expected to reduce to £1.74M. Modelling will take place to assess the impact on planned future price setting.



Scheme Classification:

	Adjusted 2024-25 Budget £M	Forecast Outturn Month 9 £M	Forecast Variance Month 9 £M	Explained By:	(Slippage)/ Rephasing Month 9 £M	(Surplus)/ Deficit Month 9 £M
Improving Quality of Homes	14.35	13.71	0.64	F	(0.72)	0.08
Making Homes Energy Efficient	19.08	16.47	2.60	F	(1.30)	(1.30)
Making Homes Safe	13.66	17.05	3.39	A	2.10	1.29
New Homes Regeneration	9.06	9.06	0.00		0.00	0.00
Supporting Communities (HRA)	1.95	2.00	0.05	A	0.00	0.05
Supporting Independent Living	5.38	3.08	2.30	F	(2.30)	0.00
Total HRA	63.46	61.37	2.10	F	(2.21)	0.11

Financed By:

Council Resources - Borrowing	27.83	20.63	7.20	F	(4.24)	(2.97)
Council Resources - Capital Receipts	8.46	8.46	0.00		0.00	0.00
Contributions	0.00	0.00	0.00		0.00	0.00
Grants	1.85	1.85	0.00		0.00	0.00
Council Resources - DRF	0.54	0.54	0.00		0.00	0.00
Major Repairs Reserve	24.79	29.89	5.10	A	2.03	3.08
Total Financing	63.46	61.37	2.10	F	(2.21)	0.11

The HRA capital programme is reporting an overall forecast underspend of £2.10M. This is made up of £2.21M net slippage and rephasing, along with £0.11M of net budget overspends. Of the £2.21M, £6.06M is slippage, which is reduced by £3.84M of rephasing. The net overspend of £0.11M is made up of underspends of £3.51M, reduced by overspends of £3.62M.

Major Variances

Scheme	Project	Variance type	Variance Month 9 £M
Improving Quality of Homes	Holyrood estate Works	Slippage	(2.02)
Improving Quality of Homes	Major Works - reactive	Surplus	(1.75)
Improving Quality of Homes	Other Minor projects		0.28
Making Homes Energy Efficient	Albion Towers	Surplus	(1.00)
Making Homes Energy Efficient	Insulation Upgrades	Surplus	(0.30)
Making Homes Energy Efficient	Millbank House EWI Refurbishment	Surplus	(2.50)
Making Homes Safe	Block Modernisation Programme	Deficit	3.06
Making Homes Safe	Fire Safety	Surplus/ Slippage	(4.01)
Making Homes Safe	Sprinkler Works	Rephase	3.24
Supporting Independent Living	Renew Warden Alarm	Slippage	(2.10)



	Working Budget 2024/25 £M	Forecast Outturn Month 9 £M	Forecast Variance Month 9 £M		Movement Month 8 to Month 9 £M
DSG Block					
Schools	109.62	109.62	0.00		0.00
High Needs	40.36	38.85	(1.50) F	●	(0.30) F ↑
Early Years	28.16	28.16	0.00	●	0.00
Central Services	1.61	1.61	0.00	●	0.00
Net Expenditure	179.75	178.24	(1.50) F	●	(0.30) F ↑
Funded By:					
Schools Funding	(109.62)	(109.62)	0.00	●	0.00
High Needs Funding	(40.36)	(40.36)	0.00	●	0.00
Early Years Funding	(28.16)	(28.16)	0.00	●	0.00
Central Services Funding	(1.61)	(1.61)	0.00	●	0.00
Total Funding	(179.75)	(179.75)	0.00	●	0.00
(Surplus)/Deficit for Year	0.00	(1.50)	(1.50) F	●	(0.30) F ↑
Balances:					
	BFwd	CFwd	Movement		
DSG Usable Reserve	(3.99)	(5.49)	(1.50) F	●	(0.30) F ↑
DSG Adjustment Reserve	11.09	11.09	0.00	●	0.00
Total DSG (Surplus)/Deficit	7.11	5.60	(1.50) F	●	(0.30) F ↑

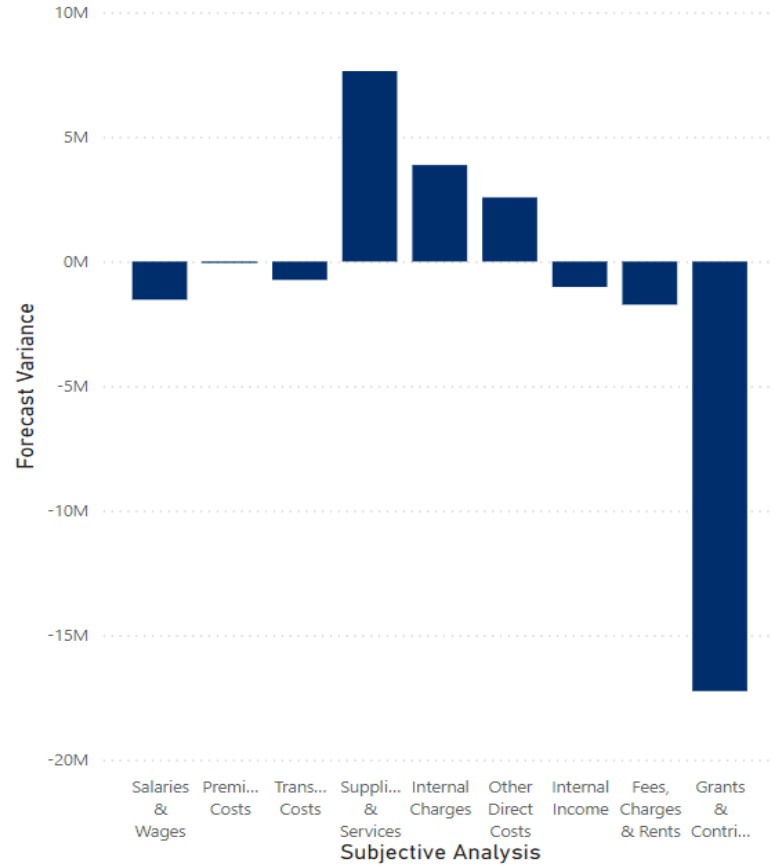
Schools Balances	Budget 2024/25 Deficit	Budget 2024/25 Surplus	Budget 2024/25 Total
Primary			
Net Budget	£2.91M	(£2.06M)	£0.85M
No. of Schools	11	20	31
% of Schools	35%	65%	100%
Secondary			
Net Budget	£0.00M	(£4.86M)	(£4.86M)
No. of Schools	0	6	6
% of Schools	0%	100%	100%
Special			
Net Budget	£1.43M	(£0.27M)	£1.16M
No. of Schools	2	3	5
% of Schools	40%	60%	100%
Total			
Net Budget	£4.34M	(£7.20M)	(£2.85M)
No. of Schools	13	29	42
% of Schools	31%	69%	100%

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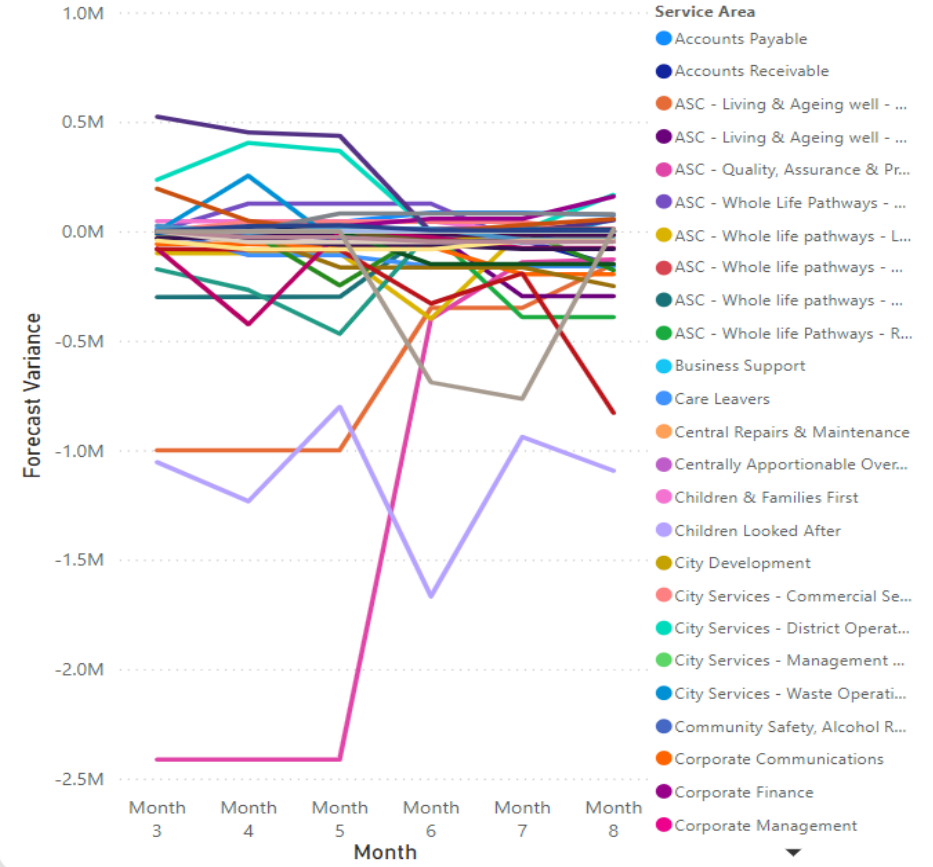
The DSG deficit reduced by £3.99M to £7.11M in 2023/24 and a further reduction of £1.50M is currently forecast for 2024/25. Schools budget data for 2024/25 indicates there are 13 schools with a deficit balance and where necessary deficit recovery plans are being prepared.

- Adults & Hea...
- Children & Learning
- Compliance & Leisure
- Communities & Safer City
- Economic Development
- Environment & Transport

Variance by Subjective Analysis -



Variance Trend -





Clear Filters

Portfolio Position Month 9



Adults & Hea...

Children & Learning

Compliance & Leisure

Communities & Safer City

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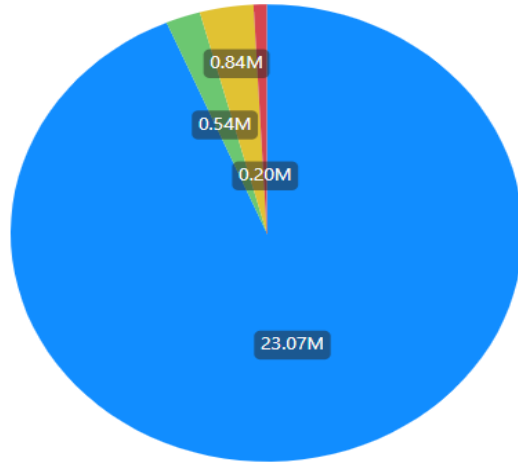
Economic Development

Environment & Transport

Portfolio	Working Budget 2024/25 £'000	Forecast Outturn Month 9 £'000	Forecast Variance Month 9 £'000	Movement Month 8 to Month 9 £'000
▲				
▣ Adults & Health	77,582	74,959	(2,623)	(775)
▣ Children & Learning	60,120	56,838	(3,281)	(670)
▣ Compliance & Leisure	4,425	3,801	(623)	(259)
▣ Communities & Safer City	2,682	2,579	(103)	(61)
▣ Economic Development	7,257	7,051	(206)	182
▣ Environment & Transport	21,582	21,435	(147)	(193)
▣ Finance & Corporate Services	32,736	30,896	(1,840)	(554)
▣ Green City & Net Zero	5,722	5,841	119	0
▣ Housing Operations	5,191	5,880	690	(1)
▣ Leader	6,798	6,606	(192)	54
▣ Central Expenditure Items	30,199	20,057	(10,142)	0
▣ General Funding	(215,016)	(215,068)	(52)	0
▣ Exceptional Financial Support (EFS)	(39,276)	(20,876)	18,400	2,277
Total	1	1	0	0

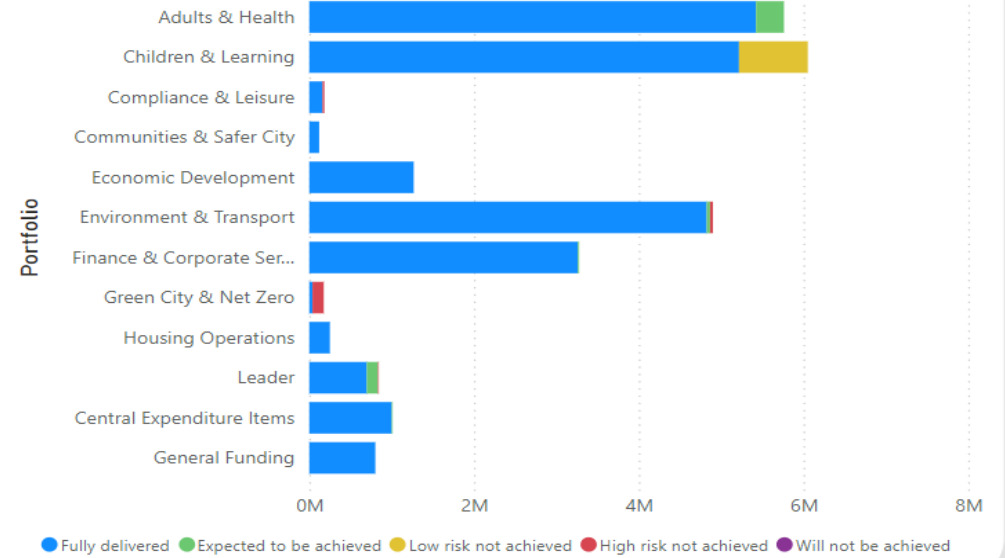


Savings Targets 2024/25 RAG Rated



● Fully delivered ● Expected to be achieved ● Low risk not achieved ● High risk not achieved ● Will not be achieved

Savings Targets per Portfolio



● Fully delivered ● Expected to be achieved ● Low risk not achieved ● High risk not achieved ● Will not be achieved

Please select a Portfolio to drillthrough

Key Issues

The current rate of non-achievement of savings is 1% or £0.20M forecast not to be achieved (Red & Purple) and this month £0.36M has moved from expected to be achieved (Green) to delivered (Blue).

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DECISION-MAKER:	CABINET
SUBJECT:	Change to Parking Tariffs and Charging Hours in Suburban Car Parks
DATE OF DECISION:	28 January 2025
REPORT OF:	COUNCILLOR KEOGH CABINET MEMBER FOR ENVIRONMENT AND TRANSPORT

<u>CONTACT DETAILS</u>			
Executive Director	Title	Executive Director – Residential Services	
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STATEMENT OF CONFIDENTIALITY	
N/A	
BRIEF SUMMARY	
<p>The Council has consulted upon new parking tariffs for the Suburban Car Parks which includes the removal of the free 2 hour parking period, and the extension of the charging period from Monday to Saturday 8am - 6pm to Monday to Sunday 8am - Midnight. The policy goal of the proposal is to manage the turnover of vehicles within the car parks for the benefit of local businesses, encourage alternative travel modes for the benefits of reduced congestion, and to cover the operating costs of the car parks. This report sets out the response to the consultation on these proposals and recommends that the proposals are implemented with amendments to the charging period and provision for the school drop offs/collections where car parks are adjacent to schools. It is also recommended that officers monitor and review the changes and provide a briefing paper to the Cabinet Member in October 2025 on the impact of these proposals on footfall within the District Centres.</p>	
RECOMMENDATIONS:	
(i)	To approve the removal of the 2 hour free parking period and the subsequent implementation of the proposed parking tariffs for the named Suburban car parks as outlined in Appendix 5.
(ii)	To approve the implementation of a new charging period within the named Suburban Car Parks of Monday to Sunday 8am - 8pm as outlined in Appendix 5.
(iii)	To delegate authority to determine all future parking tariff charges for the Suburban Car Parks to the Executive Director – Residential Services following consultation with the relevant Cabinet Member(s)

	(iv)	To instruct officers to monitor and review the parking demand and footfall within the District Centres between 01/04/2025 and 30/09/2025 and make a recommendation to the Cabinet Member for Environment and Transport on whether the parking tariff and charging periods should be further amended.
	(v)	To instruct officers to develop a permit that be used for limited periods at set times in Suburban Car Parks adjacent to schools to enable use for “Park-and-Stride” to school.

REASONS FOR REPORT RECOMMENDATIONS

1.	To encourage drivers to consider alternative forms of transport
2.	To more effectively manage parking demand within the Suburban Car Parks
3.	To cover the costs of operating and maintaining these sites
4.	To manage parking demand within the Suburban Car Parks during periods not currently covered by the charging hours
5.	To enable future parking tariff changes for Suburban Car Parks to be carried out via the standard process
6.	To assess whether the changes to the parking tariff and charging periods are having a discernible impact on trips to the District Centres such as may affect the commercial viability of local businesses within these areas
7.	To enable parents to continue using Suburban Car Parks as Park and Stride sites during school drop offs/collections

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

8.	To not implement the proposed parking tariff structure and charging hours as outlined. This would not address the aim of managing parking demand to reflect the impacts of car trips across the wider Southampton area and the Council would have to cross subsidise the operation of these sites using revenue generated from other sites.
9.	To have the parking tariffs apply in the named Suburban Car Parks between 8pm and Midnight. After consideration of consultee comments, a charging period of 8am to 8pm would better accommodate community groups meeting in the evening period when parking for the majority of commercial demand within the District Centres has been managed.
10.	To continue a process of approving parking charges and charging periods for the Suburban Car Parks via Cabinet which constitutes an inflexible approach for implementing new policies based around parking tariffs.
11.	To not have a formal monitoring period in place. After consideration of consultee comments, a formal monitoring period would address concerns that drivers may determine to visit alternative retail locations rather than pay the tariff or adopt alternative forms of transport.

DETAIL (Including consultation carried out)

12.	The Suburban Car Parks are defined as the 17 car parks serving the Bitterne, Portswood, Shirley and Woolston District Centres as shown in Appendix 1. They provide a parking amenity for visitors to these District Centres which in turn supports the local businesses operating in these areas. Like all car parks where there is frequent and sustained demand, a means of encouraging
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	<p>turnover within the facilities is required to ensure that the spaces don't become dominated by any one user or group of users to the exclusion of other visitors. Parking demand within these car parks is currently managed by one of two methods;</p> <ul style="list-style-type: none"> i) A parking tariff that applies Monday to Saturday 8am to 6pm with the option of a free 2 hour ticket ii) A free 2 hour limited waiting period that applies Monday to Saturday 8am to 6pm
13.	<p>The Council has consulted upon removing the free 2 hour parking period in all of the 17 Suburban Car Parks and replace it with parking tariffs that operate Monday to Sunday 8am to Midnight. The proposed tariffs for the 17 sites can be seen in Appendix 2 – Public Notice. The proposed tariff is as follows;</p> <p>Up to 1 hour - £0.50 Up to 2 hours - £1.00 Up to 3 hours - £1.50 Up to 4 hours - £2.50 Up to 5 hours - £4.00 Up to 10 hours - £6.00 All Day - £8.00</p> <p>Five of the sites (Commercial Street and West End Road in Bitterne, Bright Glade in Shirley and Woodley Road North and Woodley Road South in Woolston) would have a maximum stay of 2 hours due to the high level of demand at these sites relative to their size, while Whites Road would have a lesser charge for the long stay tariff due to the lower level of demand seen at this site.</p> <p>The Council has also proposed that the existing Suburban Car Park Business Season Ticket charged at £250 per annum be replaced with a Suburban Car Park Season Ticket available to all drivers at a charge of £650 per annum or £340 for six months. This is to provide all users with a season ticket option, which may include residents and commuters. The cost is reflective of the season ticket option for residents in the City Centre with charge equating to £1.86 per day for the six month option and £1.78 per day for the annual season ticket.</p>
14.	<p>The aim of the proposals are as follows;</p> <ul style="list-style-type: none"> - Promote further turnover within the car parks for the benefit of local businesses - Encourage alternative modes of travel, including use of public transport and car sharing for the benefit of reduced congestion - Ensure that the Council is covering the operating costs of the car parks

15.	<p>The purpose of the existing tariff approach for Suburban Car Parks has been to provide a competitive parking environment when compared to the City Centre and other regional retail centres. However, the Suburban Car Parks generate relatively low revenue. All car parks have costs, which include maintenance, operating costs of Pay and Display machines and annual business rates. The revenue currently generated by the Suburban Car Parks is not covering the cost of their operation. The table below shows 2022/23 Suburban Car Park revenue income against the business rate costs for that year. This leaves the Suburban Car Parks with an operating loss of £54K even before other costs are deducted.</p> <table border="1" data-bbox="331 618 1430 716"> <thead> <tr> <th>P&D Revenue</th> <th>PCN Revenue</th> <th>Total Revenue</th> <th>Business Rates</th> <th>Difference</th> </tr> </thead> <tbody> <tr> <td>£61,917.03</td> <td>£22,502.29</td> <td>£84,419.32</td> <td>£138,422.35</td> <td>£54,003.03</td> </tr> </tbody> </table> <p>Costs of maintaining car parks (repairing pot holes etc) will vary from year to year, but the general cost of doing repairs have increased significantly in recent years.</p>	P&D Revenue	PCN Revenue	Total Revenue	Business Rates	Difference	£61,917.03	£22,502.29	£84,419.32	£138,422.35	£54,003.03
P&D Revenue	PCN Revenue	Total Revenue	Business Rates	Difference							
£61,917.03	£22,502.29	£84,419.32	£138,422.35	£54,003.03							
16.	<p>In developing these proposals, the Council carried out a bench marking exercise looking at similar retail areas across the region, both within large urban areas and also smaller towns and districts. This is attached as Appendix 3. It is highlighted that the tariffs put forward as part of this proposal have been kept at a nominal rate in contrast to many of the locations examined as part the bench marking exercise. The purpose of doing so is to ensure that the District Centres remain competitive with other similar retail destinations and also to minimise any displacement onto neighbouring residential areas. It is also highlighted that many Local Authority car parks which are providing parking amenity for local retail centres are operating parking tariffs with no evident impact to the adjacent businesses.</p> <p>It is noted that some Local Authorities in the region such as Fareham Borough Council maintain free parking for some of their local retail areas, including Stubbington and Portchester.</p>										
17.	<p>Provision for making amendments to parking tariffs is held under the Officer Scheme of Delegation within the Council constitution under Section 12.16. Therefore amendments to parking tariffs and charging hours would usually be done under delegated authority with oversight by the administration. It has been determined that the principle of removing the 2 hour free parking period and extending the charging period warranted a Cabinet decision. However it is recommended that Cabinet delegates all future amendments of parking tariffs and tariff structures to the Executive Director for Resident Services (or equivalent post). This will maintain a more flexible process for the amendment of parking tariffs going forward.</p>										
18.	<p>The Council has carried out a consultation on the proposals between 29th November 2024 and 20th December 2024. 2072 responses were received in total.</p>										

	<p>2001 responses were logged as objections to the proposals 31 responses were logged as supporting the proposals 40 responses were logged as comments</p> <p>A summary of the objections and officer responses is included as Appendix 4.</p> <p>A table of all the representations submitted is included as Members Rooms Document 1.</p> <p>It is the officer's view that no objections have been raised that constitute any material overriding consideration to the underlying principle of proposals. However, officers have recommended a number of minor amendments to the proposals in response to the consultation, as set out below.</p>
19.	<p>It is noted that the predominant concern expressed by respondents was the potential for drivers to choose to travel to alternative retail locations with a potential impact to local businesses. This has been assessed as part of the officer response and within the bench marking exercise that has been carried out looking at similar local retail districts. However, officers will monitor and review the parking demand and footfall within the District Centres between 01/04/2025 and 30/09/2025 to assess whether the changes to the parking tariff and charging periods are having a discernible impact on trips to the District Centres. A discussion paper on these findings will be presented to the Cabinet Member for Environment and Transport in October 2025 to include recommendations on any further changes to the Suburban Car Park parking tariffs and charging hours as appropriate.</p>
20.	<p>Another concern that was raised by a noticeable number of respondents, was that the proposed parking charges would deter the use of some car parks as Park and Stride facilities by parents dropping off and collecting children to and from schools. Park and Stride facilities can play a key role in encouraging parents to park safely and not in locations on the highway close to the school where this may cause an obstruction or obscure sightlines, to children crossing the road. However, the Council could not make provision for Park and Stride within the car parks that would undermine the purpose of the tariffs as proposed by being used for trips not related to Park and Stride. It is recommended that officers develop proposals for a permit that can be used for short periods in nominated Suburban car parks in close proximity to schools at set times. Provision for permits is made within the Suburban Car Parks Off Street Parking Order.</p>
21.	<p>It is further noted that members from a number of local community groups submitted representations expressing concern on the potential for the proposed charges to discourage participation in community meetings and leisure activity such as theatre groups or running clubs, within the evening period. Many of the impacts associated with making a car journey (emissions, deterioration of highway/car park surface, congestion) occur regardless of the time of day that the trip is made so parking tariffs should still be used to</p>

	<p>encourage people to give consideration to choosing an alternative means where feasible (e.g. car sharing, public transport). However, it is recognised that the level of demand generated by commercial activity would be greatly reduced in the evening period within the District Centres, relative the City Centre, and that reduced exposure to tariffs may assist in encouraging community participation within these areas. Therefore, it is recommended that the proposed charging hours be amended to Monday to Sunday 8am to 8pm. As this results in a maximum stay period of 12 hours, it is further recommended that the all day tariff be removed and that the £6 tariff be amended from applying for stays of up to 10 hours to applying for stays of up to 12 hours.</p>
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RESOURCE IMPLICATIONS

Revenue

22.	<p>Parking charges are not implemented or amended to raise income, but to further policy goals as outlined in the proposal. It is projected that these proposals would nonetheless have an impact on parking income which is set out below.</p> <p>The impact on income has been assessed by applying the tariff proposals to average usage data on affected car parks to assess the likely changes to income, with a general assumption that there will be a reduction in usage as a result of the implementation of the change. Where a car park does not have existing usage data (e.g. car parks currently operating with a limited waiting period), the nearest equivalent site in capacity was used to provide an estimate.</p> <p>The overall projected increase in income is expected to be £0.56M per year from 2025/26. .The implementation of suburban car parking charges has been included in the budget planning as part of the Parking and Traffic Management transformation project and the increased income is included within proposed transformation savings.</p> <p>Off-street parking income is a general fund income stream and is budgeted at an appropriate level within the Council’s annual revenue budget. Any income generated above the budgeted level can be used to offset pressures in other Council budget areas. It can also reduce the need to transfer income from the on-street parking reserve into the off-street budget to pay costs such as maintenance (on street revenue can be used for off street costs). This allows funding from the on-street reserve to be used on key areas such as home to school travel, concessionary bus fares and upgrades and improvements to the highway network.</p>
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Property/Other

23.	None
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LEGAL IMPLICATIONS

Statutory power to undertake proposals in the report:

24.	Local Authorities have powers to set parking tariffs and charging structures under Part IV of the Road Traffic Regulation Act 1984
Other Legal Implications:	
25.	Equalities Act 2010, Crime and Disorder Act 1998, Human Rights Act 1998
26.	The proposals in this report are supported by an Equalities Impact Assessment (Members Room Document 2) that Members are asked to have regard to in reaching their decision in order to comply with their duties under s.149 Equality Act 2010 (the 'Public Sector Equality Duty').
RISK MANAGEMENT IMPLICATIONS	
27.	It is noted that there is potential for drivers to migrate to alternative retail destinations, which if occurring in significant volumes would put some of the policy goals at risk. It is believed that the majority of users would still use the district centre that was closest to their destination as the charges have been set at a nominal level. The bench marking document in Appendix 3 shows that there are many similar smaller retail centres in the region with chargeable Council car parks that are situated a short drive away from large retail parks with free parking. To fully address the risk, Council officers will be monitoring footfall and car park usage with a discussion paper produced for the Cabinet Member for Environment and Transport, outlining the findings.
POLICY FRAMEWORK IMPLICATIONS	
28.	The proposal is supportive of Policies I3 – Smart Parking (removing the free parking period and expanding the charging period supports the broad policy goal), R1 – Well Managed Highway (through encouraging the use of alternative travel modes to reduce the impact of the car on the highway), A3 – environment and Policy, Z1 – Zero Emission City (through encouraging drivers to consider alternatives to car use), Policy HA3 – Walking (by encouraging people, particularly those who live close to the district centres, to walk to those retail areas), HA4 – Smarter Travel Choices (by encouraging the use of alternative travel modes), in Connected Southampton, the Council's Local Transport Plan. The proposal can also be considered a clear policy response to challenges noted in 2.4.2 of the Council's Bus Service Improvement Plan.

KEY DECISION?	Yes
WARDS/COMMUNITIES AFFECTED:	All Wards
<u>SUPPORTING DOCUMENTATION</u>	
Appendices	
1.	Location of Suburban Car Parks and Existing Tariffs
2.	Suburban Off Street Parking Places Public Notice
3.	Tariffs in Local District Centres Benchmarking
4.	Summary of Objections and Officer Response
5.	Amended Suburban Car Parks Tariff and Charging Hours Proposal

Documents In Members' Rooms

1.	Consultation Responses in Full	
2.	DDN & ESIA	
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 – Location of Suburban Car Parks and Existing Tariffs

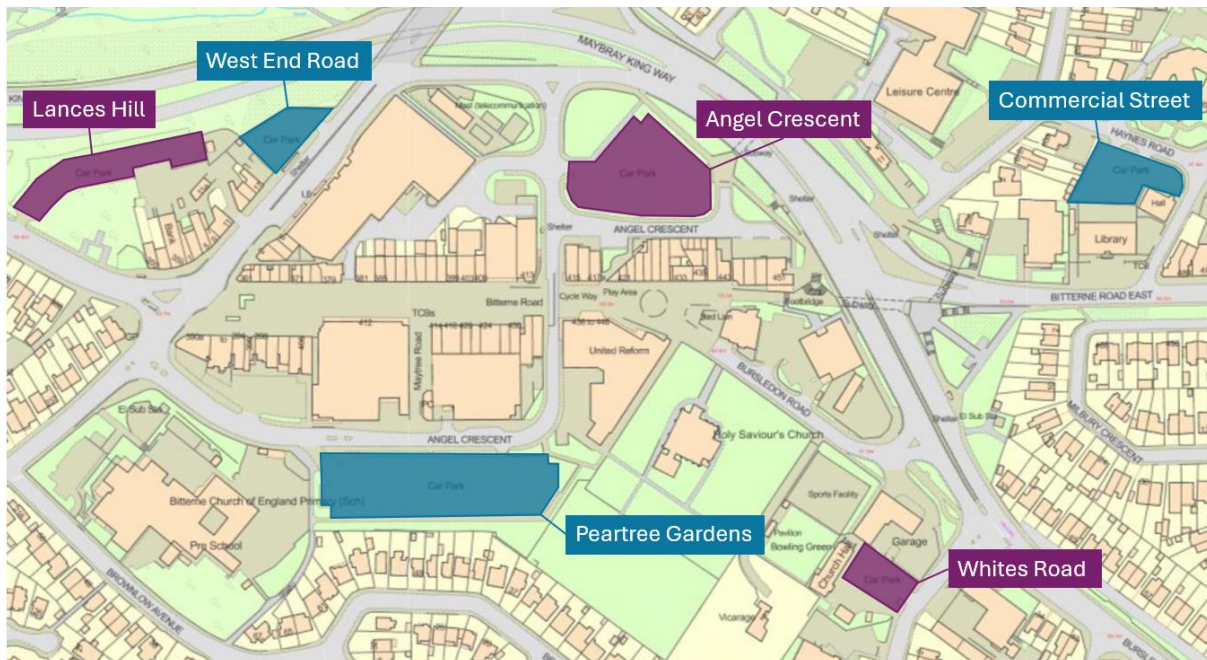
Existing Tariffs

Car Parks	Monday to Saturday 8am to 6pm				
	Up to 2 hours	Up to 3 Hours	Up to 4 hours	Up to 5 hours	Over 5 hours
Angel Crescent, Bright Glade, Howards Grove, Lances Hill, Marlborough Road North, Oakbank Road, Portsmouth Road Westridge Road and Whites Road	Free	£0.50	£1.00	£2.00	£5.60
Cannon Street, Colonnade, Commercial Street, Peartree Gardens, Marlborough Road South, West End Road, Woodley Road North and Woodley Road South	2 Hours Limited Waiting				

Bitterne

Bitterne District Centre comprises a pedestrian precinct around 300 metres in length with a range of chains store and independent businesses, including 1 supermarket. There are additional businesses located on West End Road and a Leisure Centre accessible by underpass on Dean Road. The area is served by 6 Council car parks as shown below, while the Leisure Centre has a dedicated parking facility that is managed by a private parking provider for Leisure Centre users only.

The nearest alternative retail centres are located in Southampton City Centre (5.6km) which is largely served by paid parking (West Quay Retail Park offers the first 30 minutes free) or Hedge End Retail Park (3.8km) which has free parking for a maximum of 4 hours.



Portswood District Centre

Portswood District Centre comprises a high street around 500 metres in length with a range of independent businesses and chain stores, including 2 supermarkets. The district centre is served by 1 Council car park as shown below, while the supermarkets have their own parking facilities which are 2 hours maximum stay. There are also a limited number of on street parking bays which are 30 minutes limited waiting.

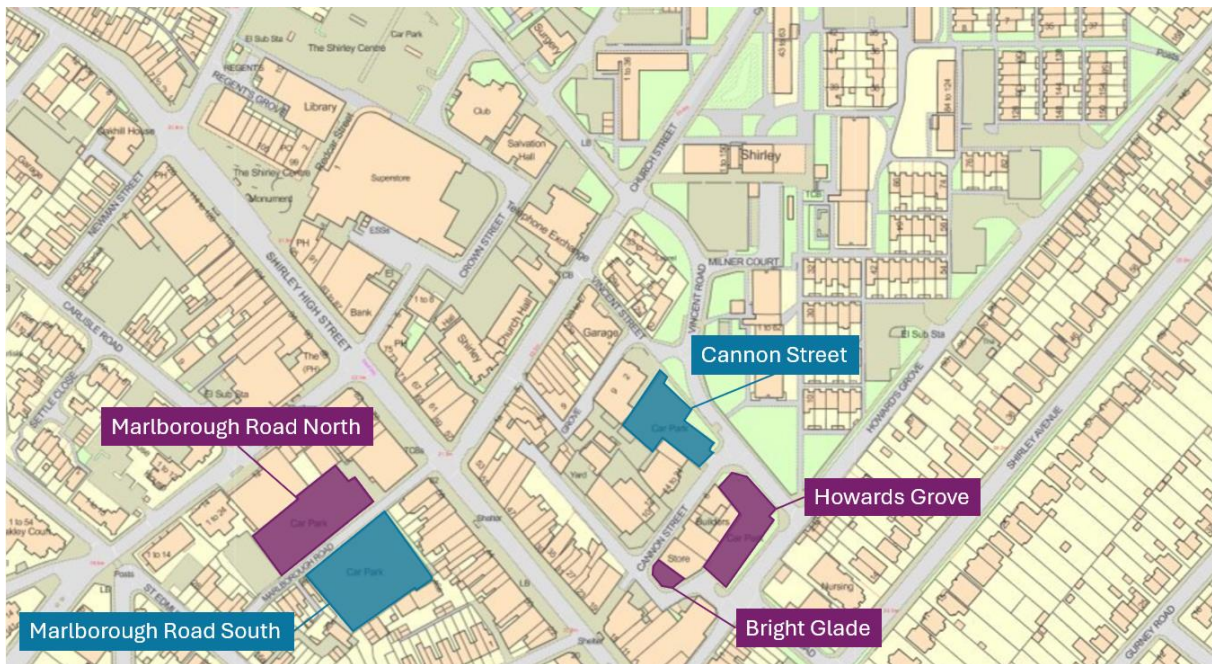
The nearest alternative retail centres are located Southampton City Centre (4.0km) which is largely served by paid parking (West Quay Retail Park offers the first 30 minutes free) or Hedge End Retail Park (7.8km) which has free parking for a maximum of 4 hours.



Shirley

Shirley District Centre comprises a shopping area that is around 1 km in length with a range of independent businesses and chain stores, including 2 supermarkets. The district centre is served by 5 Council car parks located towards the northern end of the road as shown below, while the supermarkets have their own parking facilities which are 90 minutes maximum stay. There are also on street parking bays which are mostly 1 hour limited waiting with a small number of 30 minute limited waiting sections.

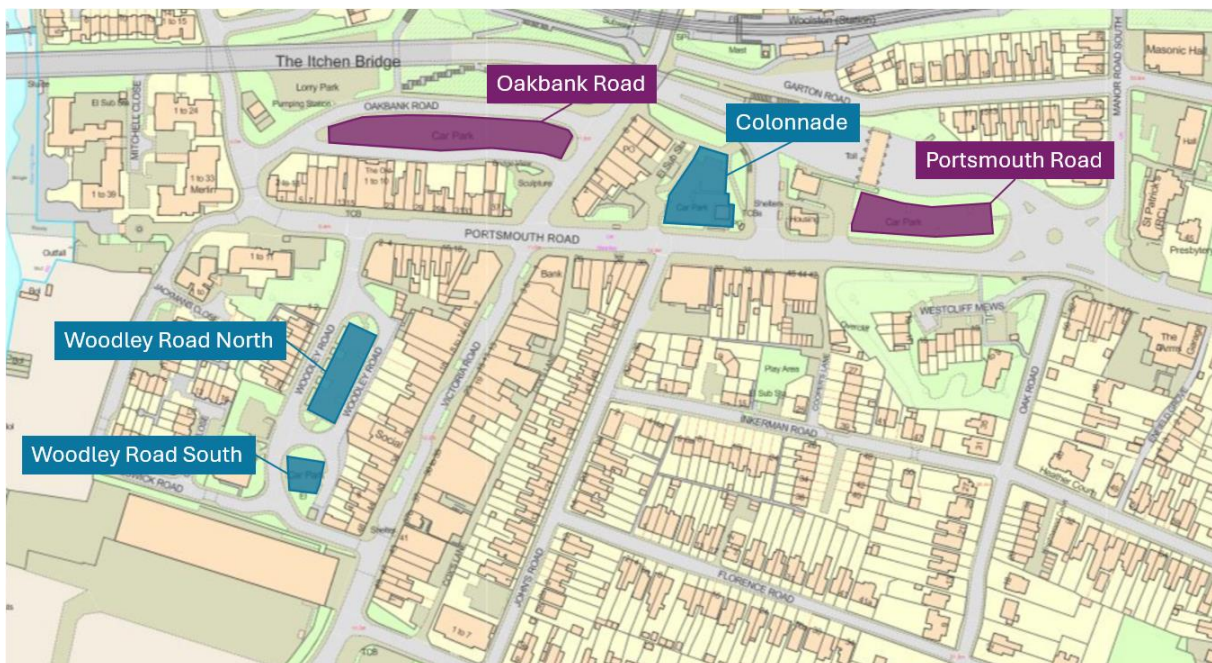
The nearest alternative retail centres are located Southampton City Centre (5.0km) which is largely served by paid parking (West Quay Retail Park offers the first 30 minutes free) or Lordshill (2.8km) which has free parking and a large supermarket on Tebourba Way (1.6km) which offers free parking.



Woolston

Woolston District Centre comprises a shopping area that is around 600 metres in length with a range of independent businesses and chain stores, including 1 supermarket. The district centre is served by 5 Council car as shown below, while the supermarket has their own parking facility which is 90 minutes maximum stay. There are also on street parking bays which are 1 hour limited waiting.

The nearest alternative retail centres are located Southampton City Centre (3.5km) which is largely served by paid parking (West Quay Retail Park offers the first 30 minutes free), Hedge End Retail Park (8.8km) which has free parking for a maximum of 4 hours or the Bursledon supermarket (4.8km) which has free parking for a maximum of 2 hours.



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PUBLIC NOTICE

THE CITY OF SOUTHAMPTON (SUBURBAN OFF-STREET PARKING PLACES) (AMENDMENT 5) ORDER 2024

NOTICE IS HEREBY GIVEN THAT SOUTHAMPTON CITY COUNCIL proposes to make the above Order, the effects of which would be:

- For the car parks listed in the table below, to introduce an amended charging structure and increased parking charges as set out in the table below. The charges would apply 8am to Midnight on all days.

Car Park	Charge for length of stay (up to...)							
	1 hr	2 hrs	3hrs	4hrs	5hrs	10hrs	All Day	
Angel Crescent	£0.50	£1.00	£1.50	£2.50	£4.00	£6.00	£8.00	
Bright Glade	£0.50	£1.00	(max stay 2 hours)					
Cannon Street	£0.50	£1.00	£1.50	£2.50	£4.00	£6.00	£8.00	
Colonnade	£0.50	£1.00	£1.50	£2.50	£4.00	£6.00	£8.00	
Commercial Street	£0.50	£1.00	(max stay 2 hours)					
Howards Grove	£0.50	£1.00	£1.50	£2.50	£4.00	£6.00	£8.00	
Lances Hill	£0.50	£1.00	£1.50	£2.50	£4.00	£6.00	£8.00	
Marlborough Road (North)	£0.50	£1.00	£1.50	£2.50	£4.00	£6.00	£8.00	
Marlborough Road (South)	£0.50	£1.00	£1.50	£2.50	£4.00	£6.00	£8.00	
Oakbank Road	£0.50	£1.00	£1.50	£2.50	£4.00	£6.00	£8.00	
Peartree Gardens	£0.50	£1.00	£1.50	£2.50	£4.00	£6.00	£8.00	
Portsmouth Road	£0.50	£1.00	£1.50	£2.50	£4.00	£6.00	£8.00	
West End Road	£0.50	£1.00	(max stay 2 hours)					
Westridge Road	£0.50	£1.00	£1.50	£2.50	£4.00	£6.00	£8.00	
Whites Road	£0.50	£1.00				£4.00	£6.00	
Woodley Road (North)	£0.50	£1.00	(max stay 2 hours)					
Woodley Road (South)	£0.50	£1.00	(max stay 2 hours)					

- To introduce a suburban off-street season ticket, available to all users, to allow parking in any suburban off-street car park. At a cost of £340 valid for 6 months and £650 valid for 12 months. This would replace the existing Suburban Business Parking Permit.

Copies of the draft Order, relevant map and statement of reasons for proposing can be viewed on the Councils website: transport.southampton.gov.uk/TRO or may be inspected Monday - Friday, 10am - 3pm at Gateway in the Civic Centre, Southampton SO14 7LY.

Any person wishing to object or make any other representation relating to this Order must do so in writing via the Councils website: transport.southampton.gov.uk/TRO or by post to the Highways Legal Team at Southampton City Council, Civic Centre, Southampton, SO14 7LY quoting the Order title and, where objecting, stating the grounds for the objection, within 21 days of the date of this Notice (i.e. by 20th December 2024).

Please note that all representations submitted, including the name and address of the person submitting it, may be made available for public inspection.

Dated: 29th November 2024

Richard Ivory, Solicitor
Director of Legal and Governance and Monitoring Officer
Southampton, Fareham and Havant Legal Partnership



SOUTHAMPTON
CITY COUNCIL

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Appendix 3 - Parking Provision and Tariffs in Local District Centres

Boscombe

The Boscombe retail district has pedestrian precinct about 330 metres in length with additional retail areas situated along the main road for about 500 metres. The shops and restaurants are a mix of chains stores and independent businesses. The area is served by 2 Council Short Stay Car Parks, 1 Council Permit Holders Only Car Park, 1 Shopping Centre car park and 1 supermarket car park. There are also some on-street parking bays which are 1 hour limited waiting.

Council Car Park Tariff

Monday to Sunday 24 hours

1 hour - £1.30
2 hours - £1.80

Council Permit Charges

1 Month - £51
6 Month - £279
Annual - £507

Shopping Centre Car Park Tariff

1 hour - £1.00
2 hours - £1.50
4 hours - £3.50
All day - £5.00

Cosham

Cosham High Street is 430 metres in length and includes a 100 metre pedestrian precinct. The local businesses are a mix of chain stores and independent shops/restaurants. The area is served by 1 Council Car Park, 1 supermarket car park, 1 independent Car Park and the Car Park for Cosham Station. The supermarket car park provides 2 hours free parking, while the independent car park and Cosham Station Car Park both have parking charges. There are also some on-street parking bays which are 1 hour limited waiting. A large retail / leisure park is located approximately 2.5 kilometres from Cosham High Street and offers free parking with no time limit.

Council Car Park Tariff

Monday to Sunday 8am to 8pm

1 hour - £1.10
2 hours - £2.20
3 hours - £3.20
4 hours - £4.20

6 hours - £6.30
8 hours - £8.40
All Day - £10.30

Emsworth

Emsworth Town Centre has a High Street around 500 metres in length comprising largely independent local businesses with a small number of chain stores. The local retail area is served by 2 Council pay and display car parks while there is a free Council car park about 350 metres away from the main retail area. There are also some on street parking bays with a 45 minute limited waiting period. The nearest alternative shopping centre is in Havant with a retail park around 3.5 kilometres away which offers free parking.

Council Car Park Tariff

Monday to Saturday 8am to 6pm

1 hour - £1.30 / £1.30
2 hours - £2.30 / £2.50
4 hours - £3.60 / £3.70
Over 4 hours – N/A / £4.90

Hamble-Le-Rice

Hamble-Le-Rice has a small retail district centre with a largely independent businesses and a small number of chain stores. It is served by 2 Council car parks. There is also a short section of on-street parking which is 2 hours limited waiting. The nearest supermarket is located 4.5 kilometres away and offers up to 3 hours free parking.

Eastleigh Council Car Park

Monday to Sunday 8am to 6pm

30 minutes - Free
1 hour - £1.00
2 hours - £2.50
3 hours - £3.50
4 hours - £4.50

Hamble Parish Council Car Park

Monday to Sunday 8am to 6pm

1 hour - £1.00
2 hours - £2.50
3 hours - £3.50
4 hours - £4.50
5 to 10 hours - £12.00

Hythe

Hythe Town Centre comprises a pedestrian precinct of about 140 metres in length with a mix of chain stores and independent local businesses. There are additional shopping/restaurant locations in neighbouring streets. The area is served by 2 Council car parks, and 2 supermarket car parks. The Council car parks operate parking charges Monday to Sunday 8am to 6pm as shown below. The supermarket car parks have a 2 hour free parking period. There are also a small number of on-street parking bays which are 30 minutes limited waiting. The largest supermarket serving the area is located approximately 3 kilometres from Hythe Town Centre and has a large car park that is free of charge with no time limit.

Council Car Park Tariff

8am to 6pm Monday to Sunday including Bank Holidays

1 hour - £1.50
2 hours - £3.10
3 hours - £3.70
4 hours - £4.20
5 hours - £5.20
20 hours - £8.30

London Road (Portsmouth)

London Road is a retail area outside of Portsmouth City Centre approximately 500 metres in length (although business continue further along the A2047) with a mix of chain stores and independent businesses. It is served by 1 Council car park and 1 Supermarket car park. The Supermarket car park provides free parking up to 90 minutes.

Council Car Park

1 hour - £1.10
2 hours - £2.20
3 hours - £3.20
4 hours - £4.20
6 hours - £6.30
8 hours - £8.40
All day - £10.30

Lyndhurst

Lyndhurst Town Centre has a high street of about 400 metres in length comprised largely of local businesses with a small number of chain convenience food stores. The area is served by a Council car park with short stay and long stay options. There are no other car parks within Lyndhurst Town Centre available for general use by the public, although there are parking facilities approximately 400m away in the nearby New Forest National Park with no charge. The nearest large supermarket is located approximately 8 kilometres from Lyndhurst Town Centre in Totton. It has a large car park that is free of charge with a 3 hour time limit.

Council Car Park Tariff

8am to 6pm Monday to Sunday including Bank Holidays

1 hour - £1.50
2 hours - £3.10
3 hours - £3.70
4 hours - £4.20
5 hours - £5.20
20 hours - £8.30

Parkstone (Poole)

The local shopping district in Parkstone is located on Ashley Road with business premises situated along a section of the road that is approximately 1km in length. The shops and restaurants are a mix of chains stores and independent businesses. The area is served by 3 Council Car Parks and 1 supermarket car park. There are also some on-street parking bays which are 30 minutes limited waiting. The supermarket car park has a free 2 hour time limit. Approximately 600 metres from the eastern end of the Parkstone local retail district centre is a large retail park with multiple chain stores and free parking with no time limit.

Council Car Park Tariff

Monday to Saturday 8am to 10pm

1 hour - £1.30
2 hours - £1.80
4 hours - £4.20
14 hours - £6.10

Sunday 8am to 10pm

14 hours - £0.70

Winton (Bournemouth)

The local shopping district in Winton is located on Wimborne Road with business premises situated along a section of the road that is approximately 1km in length. The shops and restaurants are a mix of chains stores and independent businesses. The area is served by 2 Council Car Parks and 2 supermarket car parks. There are also some on-street parking bays which are 1 hour limited waiting. The supermarket car parks both have a free 90 hour time limit.

Council Car Park Tariff

Monday to Sunday 24 hours

1 hour - £1.30
2 hours - £1.80
4 hours - £4.20
14 hours - £6.10

Appendix 4 – Summary of Consultation and Officer Response

Issue	Response
<p>Economic Impact</p> <p>The proposals will have a negative impact on local businesses with visitors choosing to drive to alternative locations where parking is cheaper or free (e.g. Hedge End Retail Park or Whitely Shopping Centre)</p> <p>Example comments:</p> <p><i>“You will kill the local economy, people will resort to online shopping and less social interaction leading to isolation. I want to go shopping, but not have to pay through the nose for parking.”</i></p> <p><i>“It will suffocate the already difficult small shops in those area and adversely affect the economy of these area. This is a shortsighted proposal.”</i></p> <p><i>“People will more likely opt to go to retail parks such as Whitely or Hedge End where they have an extensive free parking area.”</i></p> <p><i>“Woolston high street struggles enough without introducing parking fees. A lot of shops depend on trade passing through and cars stopping whilst driving through the main street. Introducing fees will stop that happening and deter people from visiting.”</i></p> <p><i>“With the increased headwinds of costs facing businesses (NI, minimum wage and rates) in the areas, were these charges are to be imposed, the council should be doing absolutely everything to support these businesses by ensuring growth to footfall in the areas. Adding these charges will cause these businesses a loss in revenue and are adding stress and worry in what is already an impossible economic climate to operate within.”</i></p>	<p>There is no conclusive link between the health of a local retail economy and car parking charges. The cost of parking is just one of numerous variables which influence the economic success of a district centre.</p> <p>Officers have carried out a benchmarking exercise (Appendix 3) and have found that many district centres within urban authorities as well as local towns operate parking charges within their car parks.</p> <p>The charges proposed are lower than many of these locations and while there are some retail parks such as Hedge End and Whitely that offer free parking, travel costs as well as journey time would mean that the district centres would remain a viable alternative to these destinations.</p> <p>The report recommends that officers monitor and review footfall in the district centres and use of the car parks for a six month period following implementation and provide a follow up discussion paper to the Cabinet Member for Environment and Transport on these findings with any further recommendations as appropriate.</p>

<p>Cost of Living</p> <p>Significant increases in the cost of living have reduced the ability of many to pay additional parking charges.</p> <p>Example comments:</p> <p><i>“Life is already challenging and expensive and this will just stretch people's budgets even further.”</i></p> <p><i>“With the cost of living rising no one can afford these parking charges.”</i></p> <p><i>“Parking and travel in Southampton is becoming more and more difficult and areas like Bitterne, where the residents are not so affluent, means you're going to make it impossible for residents to afford just getting their food shop etc with the current cost of living crisis.”</i></p>	<p>The proposed tariffs maintain a competitive offer in comparison to other local and regional destinations as shown in Appendix 3.</p> <p>The majority of parking sessions are likely to only cost £1.00 or less.</p>
<p>Impact on workers who use the car parks all day</p> <p>Retail employees and other workers will have to pay for all day parking</p> <p>Example comments:</p> <p><i>“Parking around here is hard enough, especially when you're office based all day, having to pay for parking every day is a massive chunk out of our pay!”</i></p> <p><i>“It will hit shop workers who rely on parking at a time when people are struggling financially, disproportionately hurting those on low incomes.”</i></p>	<p>Drivers parking within the Suburban Car Parks for longer than 2 hours are already required to pay a parking tariff. The current all day charge is £5.60, with the proposals increasing this to £6.00. The corresponding charge within the inner City Centre area is £7.00 or £9.00</p>

<p>Impact on those visiting local Health Centres and Clinics</p> <p>Example comments:</p> <p><i>“It is hard to find reasonably priced parking in Southampton areas and to put prices up or start charges will force people to stop visiting GP surgeries, health centres for appointments or even local libraries or groups which will have a worse effect of local health as well, as the economy.”</i></p> <p><i>“I work with very deprived patients and deliver health care at Bitterne Health Centre. the Patients often turn down appointments and don’t access health care when they have to pay for parking as they cannot afford it.”</i></p>	<p>The majority of parking sessions for a health appointment are likely to only cost £0.50 for 1 hour, with a 2 hour stay costing only £1.00.</p> <p>The corresponding charges at Southampton General Hospital are £2.70 for 1 hour and £4.90 for 2 hours.</p> <p>The corresponding charges at Royal South Hants Hospital are £1.50 for 1 hour and £2.00 for 2 hours.</p> <p>Blue Badge Holders will continue to be able park without charge under these proposals.</p>
<p>Lack and unsuitability of public transport</p> <p>Public transport options to the district centres are not suitable or available for many people, particularly for weekly food shopping.</p> <p>Example comments:</p> <p><i>“If I was able to carry a full weeks shopping on public transport that went anywhere near where I live at a time I needed - or I could carry it on a pushbike - I would consider it.”</i></p> <p><i>“It doesn’t incentivise people to use public transport because public transport is extortionate and inconsistent.”</i></p> <p><i>“As for encouraging people to use public transport, suggest whoever thought of this refers to the bus route map because for many people, it's not possible to get to either area by public transport and this will adversely affect older people, disabled people and parents of young children.”</i></p>	<p>There are a range of Bus routes that provide frequent services to all four district centres from Southampton’s suburban areas.</p> <p>It is recognised that drivers may not seek to use alternative travel modes in place of every car journey, but public transport can be a viable choice for many trips.</p> <p>The Council will continue to work with bus operators on fare offers.</p>

<p>Charges have been introduced to raise revenue</p> <p>The parking charges are only being introduced to raise money for the Council.</p> <p>Example comments:</p> <p><i>“The majority of citizens recognise this as being to do with raising revenue. It’s an insult to people’s intelligence to try and pretend otherwise.”</i></p> <p><i>“This to me is just pure greed from Southampton City Council trying to squeeze every little Penny they can out of people.”</i></p> <p><i>“There is no mention of raising revenue which, I believe, is a significant factor behind these proposals.”</i></p>	<p>Parking Charges are not implemented to raise revenue, but to address policy goals as outlined in the proposal.</p> <p>The Council does need to cover the cost of operating the car parks, while any surplus revenue is used for the public good.</p>
<p>Parking will be displaced to residential roads</p> <p>Drivers will choose to park on nearby residential roads rather than pay the parking charge.</p> <p>Example comments:</p> <p><i>“People will be parking in local residential areas, which coming from a person who lives nearby will be very annoying.”</i></p> <p><i>“This will encourage drivers to park in residential areas or illegally to avoid fee.”</i></p> <p><i>“This will also push people to then park on surrounding residential streets, this will cause issues for residents. Then I suppose your “solution” to that would be permits for the roads.”</i></p>	<p>The proposed parking charges have been kept at a nominal level to deter people from residential roads and it is generally found that drivers will try to park as close to their destinations as possible.</p> <p>Resident Permit Parking Zones have been introduced in some residential areas to deter parking by non-residents, with some of these schemes already operating in close proximity to the Portswood, Shirley and Bitterne District Centres.</p> <p>It is current Council policy that it will investigate implementing or amending Permit Parking restrictions if a request is made by a representative group of residents who would be affected by the proposal.</p>

The proposals will impact on parents dropping off / collecting children at / from local schools

Some schools have been encouraged to use Suburban Car Parks as Park and Stride facilities which reduces the impact on neighbouring residential roads from this activity and improves road safety around the schools.

Example comments:

“Also you will only encourage parents to block roads as they try to park in surrounding roads to collect children from the school.”

“It will cause problems for parents who use these car parks for dropping off /collecting their children for school causing them to park dangerously on roads around the schools causing danger to ALL people on the roads around schools.”

“This will hinder park and stride for the local primary school.”

“In my area of Bitterne, these car parks are used as safe drop-of zones for school children. Introducing these charges will mean that parents will resort to trying to park on residential streets near to the schools further increasing the chaos at school drop-off and pick-up time that the recent "School Streets Experimental Order" has created.”

“For many years now parents have been encouraged to use these car parks as part of Park and Stride. Should parents be forced to pay for parking to do the right thing and reduce traffic around our schools. Even using the shortest pay period twice a day this would amount to £5 per week.”

The report recommends that officers develop proposals to enable the use of Suburban Car Parks as Park and Stride facilities

<p>Impact on residents</p> <p>Residents will have to pay to park in the car parks during the evenings and on Sundays. Residents will have to pay when charging their Electric Vehicle</p> <p>Example comments:</p> <p><i>“Residents use the car park for evening parking, as well as for visiting friends and family outside of chargeable hours, when the road parking is at maximum.”</i></p> <p><i>“Also, how does this affect people using electric charging- will they have to pay for parking as well as electricity?”</i></p>	<p>The Suburban car parks are not maintained for the purpose of residential parking, but to provide parking amenity for those visiting the District Centres. Residents can of course use the facilities, but as with any parking facility, tariffs assist with covering the operating cost of the facilities.</p> <p>It is standard practice in Southampton City Council’s car parks for Electric Vehicles to be subject to the parking restrictions while charging and this was already the case for the Suburban Car Parks.</p>
<p>Impact on community groups and volunteers</p> <p>The proposals will have a negative impact on participation within societies and other community groups which operate in and around the district centres.</p> <p>Example comments:</p> <p><i>“I belong to a Shirley-based amateur theatre group Maskers Theatre Company. I use my car to come to rehearsals in the evenings and weekends, from outside of the city. I am often at rehearsal for several hours, 3-4 times per week, and 7 days a week during show runs. This would cost me £28 per week to park under the new proposal, which is more than my annual membership fee for the theatre group being unemployed I cannot afford the additional weekly expense so would likely have to abandon my hobby.”</i></p> <p><i>“The Oakbank car park is crucial to several community based running clubs. Removing the free evening charges will decimate attendance for these clubs, and likely see them fold.”</i></p>	<p>Regardless of the purpose of a visit there is still a need to manage car trips and parking demand.</p> <p>The report recommends amending the proposed charging hours from Monday to Sunday 8am to Midnight, to Monday to Sunday 8am to 8pm, which would reduce the cost of parking for evening based community activities.</p>

<p>Impact on groups attending Places of Worship</p> <p>There are currently no district centre parking charges on Sundays during which period, some community groups attend Places of Worship. Parking charges may be payable by groups who have previously parked during these times without charge.</p> <p>Some respondents have also stated that introducing parking charges on Sunday mornings and Sunday evenings could be discriminatory against some community groups.</p> <p>Example comments:</p> <p><i>“My primary concern is for the parishioners of my church who have found a home in our church, that they may be put off attending and withdrawing from our community.”</i></p> <p><i>“We use this car park to support our religious beliefs as this is where I park to attend church on Sundays and church activities through the week. This could deter people from attending due to this. I shouldn’t have to worry about finding the money to pay for parking when I am attending for religious reasons.”</i></p>	<p>Regardless of the purpose of a visit there is still a need to manage car trips and parking demand. Many similar urban centres and local towns have charges that apply on Sundays.</p> <p>The Council currently applies parking charges Monday to Saturday, 8am – 6pm. These existing charging periods encompass times of worship and meetings for other community groups. Therefore, the revised charging structure constitutes an equal parking structure for all daytime/evening activities within these areas.</p> <p>The Council could not amend the parking tariff to favour a specific section of community.</p>
<p>The proposals are an attack on motorists.</p> <p>The proposal penalises drivers.</p> <p>Example comments:</p> <p><i>“No reason to continually penalise the motorist, seems like vengeful attack on drivers and local shops.”</i></p> <p><i>“All you appear to be doing is waging war on motorists and causing gridlock.”</i></p>	<p>The aim of the proposals is to manage car trips at times when there is parking demand.</p> <p>The Council’s key transport policies are focused on encouraging the use of alternative transport modes, particular for local trips. This would provide an overall benefit for those who have to drive by reducing traffic and congestion.</p> <p>The Council provides a range of parking facilities and tariff options for those who need to drive and also offers season tickets for regular users.</p>

Implementing parking tariffs may cause health issues

People would be deterred from visiting gyms which may lead to obesity and other health issues.

Example comments:

“The car park on Angel Crescent is used by many people for shopping but also for the use of the gym. With the cost of living rising, the extra cost per day people cannot afford. That could then stop them going to the gym! That can then lead to obesity! Instead of bringing in an injection to help with obesity you should be promoting places like Bitterne and its gyms so that it is accessible to people for health reasons not making it more difficult!”

“I currently use the car park at Angel Crescent when I visit the Gym in the evening or on weekends. Whilst I appreciate there is cost involved in maintaining these car parks perhaps that can be collected from the business rates of businesses that benefit from the parking rather than the general public. Particularly where the gym is involved paying further to attend is going to put people off going which contributes to a lazier unhealthier society.”

There are many gyms within the City Centre where parking charges apply.

The majority of parking sessions are likely to only cost £1.00 or less.

Appendix 6 – Amended Suburban Car Parks Tariff and Charging Hours Proposal

Car Park	Charges Apply Monday to Sunday 8am to 8pm					
	Charge for length of stay (up to...)					
	1 hr	2 hrs	3hrs	4hrs	5hrs	12hrs
Angel Crescent	£0.50	£1.00	£1.50	£2.50	£4.00	£6.00
Bright Glade	£0.50	£1.00	Maximum Stay - 2 Hours			
Cannon Street	£0.50	£1.00	£1.50	£2.50	£4.00	£6.00
Colonnade	£0.50	£1.00	£1.50	£2.50	£4.00	£6.00
Commercial Street	£0.50	£1.00	Maximum Stay - 2 Hours			
Howards Grove	£0.50	£1.00	£1.50	£2.50	£4.00	£6.00
Lances Hill	£0.50	£1.00	£1.50	£2.50	£4.00	£6.00
Marlborough Road (North)	£0.50	£1.00	£1.50	£2.50	£4.00	£6.00
Marlborough Road (South)	£0.50	£1.00	£1.50	£2.50	£4.00	£6.00
Oakbank Road	£0.50	£1.00	£1.50	£2.50	£4.00	£6.00
Peartree Gardens	£0.50	£1.00	£1.50	£2.50	£4.00	£6.00
Portsmouth Road	£0.50	£1.00	£1.50	£2.50	£4.00	£6.00
West End Road	£0.50	£1.00	Maximum Stay - 2 Hours			
Westridge Road	£0.50	£1.00	£1.50	£2.50	£4.00	£6.00
Whites Road	£0.50	£1.00	N/A	N/A	N/A	£4.00
Woodley Road (North)	£0.50	£1.00	Maximum Stay - 2 Hours			
Woodley Road (South)	£0.50	£1.00	Maximum Stay - 2 Hours			

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DECISION-MAKER:	Cabinet
SUBJECT:	Adult Learning Disability Residential Respite Provision
DATE OF DECISION:	28 January 2025
REPORT OF:	Cabinet Member for Adults and Health

<u>CONTACT DETAILS</u>			
Executive Director	Title	Executive Director Community Wellbeing, Children & Learning (DASS & DCS)	
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	E-mail:	d.chapman1@nhs.net	

STATEMENT OF CONFIDENTIALITY

Appendix 3 of this report contains information deemed to be exempt from general publication based on Category 3 (information relating to the financial or business affairs of any particular person (including the Authority holding the information)) of paragraph 10.4 of the Council's Access to Information Procedure Rules. In applying the public interest test this information has been deemed exempt from the publication due to commercial sensitivity. It is not considered to be in the public interest to disclose this information as it would reveal information which would put the Council at a commercial disadvantage.

N.B. Appendix 3 contains a detailed breakdown of the expected cost of the proposed respite service and details of current provider rates and is considered to be commercially sensitive given the current procurement of Inclusive Lives, in which this service falls.

BRIEF SUMMARY

Residential overnight care remains an important part of the council's respite offer. However we need to make changes to our services to ensure that we can support people with high quality provision in the most cost-effective way whilst meeting increasing need going forward. The council currently delivers overnight residential respite via an in-house directly delivered service and two contracts with the external market; the latter are due to come to an end on 31 March 2025. This includes the residential respite service delivered by Way Ahead at Weston Court (a 3-bedded unit in a building owned by the Council) and the Rose Road residential respite service for children and adults. There is therefore a need to review what these services should look like and how they are provided in future.

We have consulted on two options with current users of overnight respite services between 24 October and 16 December 2024.

- Option 1: Expand Kentish Road and deliver the majority of overnight respite from a single service operating across two sites, Kentish Road and Weston Court.
- Option 2: Expand Kentish Road and deliver the majority of overnight respite from one main site, i.e. Kentish Road and cease provision at Weston Court

Both options involve expanding the provision at Kentish Road (the council's directly delivered service) to ensure we are making full use of this asset and reducing our use of other residential respite provision beyond Kentish Road and Weston Court.

The purpose of this report is to present to Cabinet the feedback from the consultation, the future options (along with their impact and costs) and the final recommendations for decision.

RECOMMENDATIONS:

(i)	To approve the expansion of beds available at Kentish Road and deliver the majority of overnight respite from two sites, Kentish Road and Weston Court (Option 1)
(ii)	To support the recommendation to deliver Option 1 in-house through the Council's direct care services
(iii)	To delegate authority to the Executive Director of Community Wellbeing, Children & Learning (DASS & DCS) following consultation with the Cabinet Member for Adults and Health to take any action necessary to give effect to the recommendations.
(iv)	To undertake a review after 12 months of implementation to ensure the arrangements are operating effectively, provision is of high quality and identify any areas for improvement.

REASONS FOR REPORT RECOMMENDATIONS

1.	The Council currently spends £1.49M on overnight residential respite for adults with learning disabilities in Southampton. This includes its own in-house provision at Kentish Road (with current capacity to deliver 1,800 nights a year which includes an emergency bed.) as well as two external contracts: one with Way Ahead Leisure Pursuits who provide a 3-bedded service in the Council's property Weston Court (commissioned to deliver 810 nights a year) and the other with the Rose Road Association (commissioned to deliver 781 nights a year for adults and 930 nights a year for children). Spend on Kentish Road is £861,700 per annum, £341,531 on Rose Road for adults and £253,884 on Way Ahead.
2.	Like many councils across the country, Southampton is facing significant financial challenges and needs to make efficiencies to ensure that it is able to continue to provide high quality services within the resources available. Demand for respite is also increasing. Over the next 4 years to 2028/29 officers have modelled that residential respite capacity will need to increase by around 6% to 3592 nights a year. This is based on general growth in the population as well as children with residential respite packages transitioning to adult services.
3.	In addition to the increased demand, the Council is also seeing costs rise within the market as a result of increases in employers' national insurance, the national minimum or living wage increases and general cost of living. The volatility of the market is a particular risk for the Council.
4.	Therefore, in summary, with the current contracts with Way Ahead and Rose Road coming to an end on 31 March 2025, the Council needs to review its current residential respite provision and identify the most cost-effective way of delivering more for less at high quality in future. Regardless of whether services are provided internally, externally or through a mixture of both, the current model of provision is not the most cost-effective. Kentish Road is operating below the capacity that it could be operating - originally a 9-bed unit, it is only operating 4 beds (plus one emergency bed). Having 3 separate providers delivering a relatively small number of beds,

	<p>also does not lend itself to the economies of scale that can be achieved through shared management and operational costs. With contracts expiring, the Council has two choices:</p> <ul style="list-style-type: none"> - In accordance with the Public Contracts Regulations 2015, to test the market to achieve value for money. - Alternatively, in line with the SCC First policy 2017, to consider and where appropriate, appoint in-house services to deliver its requirements.
ALTERNATIVE OPTIONS CONSIDERED AND REJECTED	
5.	<p>Do Nothing option – not recommended on following grounds:</p> <ul style="list-style-type: none"> - Contracts with Way Ahead and Rose Road are due to come to an end 31 March 2025. Under the Public Contracts Regulations 2015, the Council is obliged to test the market should it wish to continue these services. - Demand for respite is increasing and the current model will not continue to deliver the capacity required without additional investment. The Council needs to find a way of delivering more for less whilst maintaining high quality. - Like many councils across the country, Southampton City Council is facing significant financial challenges, and needs to deliver cost efficiencies to operate within the resources available.
6.	<p>Single site option (Option 2 in the consultation) – not recommended on following grounds:</p> <ul style="list-style-type: none"> - It does not offer a choice of location – there would not be a provision on the East side of the city - It does not provide the flexibility to meet a variety of needs (i.e. there would only be one provision to accommodate everyone) - Whilst meeting demand for the next 2 years, further analysis would suggest it would struggle to meet the expected rises in future years. Capacity would be challenged particularly at peak times of the week - Service users who responded to the consultation raised significant concerns about this option for the above reasons
7.	<p>Outsource Kentish Road Service to a single external Provider to deliver a Single service across both Kentish Road and Weston Court (variation of Option 1) - a key advantage of Option 1 both in terms of efficiencies/economies of scale and consistency, is that it creates a single residential respite service. It is the model that makes it more cost-effective, and it could be argued that an external provider could provide the service just as competitively and potentially more so than the Council. This is discussed in more detail in paragraph 24. The reasons for not recommending this Option are that:</p> <ul style="list-style-type: none"> - The Council would have less control over costs. As already stated in paragraph 3, market rates have increased over the last 3 years and remain unpredictable and highly volatile as a result of increases in cost of living. - Staff terms and conditions could potentially be less favourable - It would delay delivery of the efficiencies and savings associated with Option 1 due to the additional time required to undertake a tender (potentially extending the timeline by 3-6 months) - The consultation did not consider outsourcing the Kentish Road service. This would need to be considered and could further delay implementation.
DETAIL (Including consultation carried out)	
8.	<u>Future Options considered</u>

	<p>From the 24th October to the 16th December 2024 the council ran a consultation with current users of respite provision on the number of locations future service provision should be delivered from. Two options were presented for consideration which essentially represent a change in the current model of provision:</p> <ul style="list-style-type: none"> • Option 1: Expand Kentish Road and deliver the majority of overnight respite as a single service operating across two sites, Kentish Road and Weston Court. This would increase the number of beds at Kentish Road from 4 (plus one emergency) to 6 (plus one emergency). It would also involve fully utilising all 3 beds at Weston Court (currently commissioned at 74% utilisation). This option would deliver 10 beds in total (9+1 emergency) across two sites with capacity for 3600 nights per annum • Option 2: Expand Kentish Road and deliver the majority of overnight respite from one main site, i.e. Kentish Road and cease provision at Weston Court. This would increase the number of beds at Kentish Road to 8 (plus one emergency), so 9 beds in total on one site with capacity for 3240 nights per annum.
9.	For both options the proposal was that the council would be the Registered Provider delivering the majority of residential respite in-house within its direct care services and only commissioning residential overnight respite from external providers for those adults with more complex needs requiring higher core staffing levels or staff skilled in undertaking more complex clinical tasks. Both options are focussed on maximising the use of the Council's assets by making use of unutilised capacity at Kentish Road.
10.	No changes are proposed to overnight residential respite for children aged up to 18. People would also still have the option of a Direct Payment to explore their own respite options.
11.	<p><u>Consultation</u></p> <p>The consultation commenced on 24 October 2024 with letters sent to all carers of current users of Rose Road, Weston Court and Kentish Road. This included a paper copy of the survey and a link to an electronic version on the Council website. Easy read versions were also included.</p>
12.	The letter also offered carers the opportunity of an individual meeting with an officer of the council and/or an advocate provided by the Council's commissioned advocacy service The Advocacy People. Take up of this offer however was minimal.
13.	<p>Further to requests from the Learning Disabilities Carer Co-production group, face to face meetings were also set up to specifically discuss the proposals from the perspective of users of each of the services:</p> <ul style="list-style-type: none"> - Monday 25 November – Rose Road carers – attended by 15 carers - Wed 27 November – Weston Court carers – attended by 22 carers - Wed 4 December – Kentish Road carers - attended by 12 carers <p>These sessions were led by the Cabinet Member for Adults & Health, along with officers from the council.</p> <p>The option of an on-line meeting was offered but there was no take up of this offer. Notes were taken at these meetings and have been fed into the consultation feedback.</p>
14.	During the consultation, there were also several letters and emails from carers asking for specific information. A series of questions were also submitted to the Health Overview Scrutiny Panel on 5 December 2024 and a letter of 18 December 2024

	<p>outlining several concerns, issues and queries from 19 Weston Court carers was received and all were responded to. In addition, a set of Frequently Asked Questions (FAQs) were developed and updated during the consultation period.</p>																																				
15.	<p><u>Service User and Carer Feedback</u></p> <p>A summary report of all consultation feedback can be found at Appendix 1.</p> <p>A total of 42 surveys were received from carers. In total this broke down as:</p> <ul style="list-style-type: none"> • 24% from Kentish Road • 38% from Rose Road • 40% from Weston Court 																																				
16.	<p>Key headlines from the quantitative feedback:</p> <ul style="list-style-type: none"> • 33% of respondents (=13) preferred Option 1: Expand Kentish Road and deliver the majority of overnight respite from a single service operating across two sites, Kentish Road and Weston Court. • 8% of respondents (= 3) preferred Option 2: Expand Kentish Road and deliver the majority of overnight respite from one main site, i.e. Kentish Road and cease provision at Weston Court • 60% of respondents (=24) did not like either Option <p>Option 1: Expand Kentish Road and deliver the majority of overnight respite from a single service operating across two sites, Kentish Road and Weston Court.</p> <table border="1"> <thead> <tr> <th>A very positive impact</th> <th>A fairly positive impact</th> <th>No impact at all</th> <th>A fairly negative impact</th> <th>A very negative impact</th> <th>Don't know</th> </tr> </thead> <tbody> <tr> <td>3</td> <td>6</td> <td>5</td> <td>5</td> <td>15</td> <td>4</td> </tr> <tr> <td>8%</td> <td>16%</td> <td>13%</td> <td>13%</td> <td>39%</td> <td>11%</td> </tr> </tbody> </table> <p>Option 2: Expand Kentish Road and deliver the majority of overnight respite from one main site, i.e. Kentish Road and cease provision at Weston Court</p> <table border="1"> <thead> <tr> <th>A very positive impact</th> <th>A fairly positive impact</th> <th>No impact at all</th> <th>A fairly negative impact</th> <th>A very negative impact</th> <th>Don't know</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>1</td> <td>2</td> <td>5</td> <td>19</td> <td>2</td> </tr> <tr> <td>6%</td> <td>3%</td> <td>6%</td> <td>16%</td> <td>61%</td> <td>6%</td> </tr> </tbody> </table>	A very positive impact	A fairly positive impact	No impact at all	A fairly negative impact	A very negative impact	Don't know	3	6	5	5	15	4	8%	16%	13%	13%	39%	11%	A very positive impact	A fairly positive impact	No impact at all	A fairly negative impact	A very negative impact	Don't know	2	1	2	5	19	2	6%	3%	6%	16%	61%	6%
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8%	16%	13%	13%	39%	11%																																
A very positive impact	A fairly positive impact	No impact at all	A fairly negative impact	A very negative impact	Don't know																																
2	1	2	5	19	2																																
6%	3%	6%	16%	61%	6%																																
17.	<p>Below is a summary of the main themes from the service user/carers feedback. A summary of the key themes and Council response is also attached in Appendix 5.</p> <ul style="list-style-type: none"> • Strong preference to remain with the current service provider. Carers cited current provision at Weston Court as being “personalised”, “caring and intimate”, “going above and beyond”. Continuity and consistency of staff was highlighted several times. There were comments about Rose Road in relation to feeling like a family, people having attended since they were a young child and staff really understanding their needs. • Concerns around the emotional and mental health impact of moving people from a provision where they are settled – this was particularly raised by some Rose Road carers. • Previous experiences and perceptions of the Council’s in-house services; this included several references to inconsistency of staff and council services not being as person-centred and responsive to need as they should be. Comments about Council services during the Covid pandemic including poor communication underlie some of these concerns. It should be noted however that the Council’s 																																				

	<p>direct care services, including Kentish Road, were rated as Good with the Care Quality Commission in 2023.</p> <ul style="list-style-type: none"> • Significant concerns in relation to Option 2 (the single site option) that Kentish Road would not be able to meet the totality of need and that a large number of clients would be severely impacted from being in a too large, busy, institutionalised environment. People felt that Weston Court provides for a more intimate, calmer environment for those who cannot cope in a larger provision. • Challenges that the in-house provision would not be able to offer a more cost-effective solution particularly given previously published financial information for Kentish Road which shows a much higher cost per night. Officers have investigated this and found that the Kentish Road cost per night included additional 1:1 staffing which is not included in the Way Ahead and Rose Road figures as other providers would bill this separately. Kentish Road has also been carrying a number of vacancies pending the Adult Social Care Restructure and has had some staff on long-term sick leave, which are being covered by agency staff. The current model of 1:3 staffing across 4 beds also does not provide any economies of scale for Kentish Road. • Concerns around lack of choice and access – particularly linked to Option 2 (the single site option). • Concerns about whether Kentish Road could meet the needs of people currently at Rose Road. It should be noted that if Option 1 were chosen, each client would be carefully assessed before any change in venue and where a higher staffing level is required to meet need, this would be put in place. • Concerns raised that the wider range of respite options being developed through Inclusive Lives (which is a commissioning/tendering approach to develop the market to offer more flexible and personalised service options), which include sitting services, a new social wellbeing service and more outreach options did not reflect their views. Details of this wider offer were included as part of the wider context and there is no intention to replace residential respite or require anyone to change their current allocation or move from residential to a non-residential option. A range of stakeholder groups such as the Learning Disabilities Partnership Board, Learning Disabilities Carers Co-production Group and the Southampton Parent Carer Forum have been actively involved in co-designing these future services which aim to deliver increased flexibility (times/venues/support), increased use of inclusive environments, and a strengthened approach to skills and independence.
18.	<p><u>Provider Feedback</u></p> <p>During the consultation, Way Ahead and Rose Road have voiced the following concerns about the proposals:</p> <ul style="list-style-type: none"> • The Council’s ability to deliver a more cost-effective service, citing previous and current costs of the in-house provision as being higher than market prices and much higher than the costs per night outlined in the future options • Concerns in relation to the Council’s ability to meet the complexity of need of people who would move from Rose Road to Kentish Road under the proposals, within the core staffing structure proposed, without needing to bring in a lot of additional 1:1 support. This has been assessed and costed into the proposals. • Impact on wider offer in terms of increased costs for other respite services delivered by providers, e.g. children’s short breaks, other short break provision • A lack of collaboration and partnership working

19.	<p>In response to the feedback from the consultation, officers are recommending the following:</p> <ul style="list-style-type: none"> • That Option 2: Expand Kentish Road and deliver the majority of overnight respite from one main site, i.e. Kentish Road, is rejected • That sufficient time and resource is built in for transition, which will need to be flexible and person-centred for each individual impacted by a move. • That officers work with carers and cared for people through the Carers Co-production group to co-produce future quality standards for the Council’s direct care services, seeking views on current provision, what matters most to carers and what good looks like; in order to build confidence in services. This could also include working with carers to engage them in the ongoing monitoring of quality and performance. A service development plan will be put in place to address concerns raised by carers during the consultation. • That officers work with providers to fully understand and where possible put in place mitigations to address the impact on them of the proposals.
20.	<p><u>Non-financial Options Appraisal and Recommended Model</u></p> <p>Appendix 2 provides a non-financial options appraisal of each of the options taking account of the feedback from the consultation. This includes the two Options consulted upon as well as the “Continue with current model” option which would mean tendering the existing contracts with Rose Road and Way Ahead as is and making no changes to Kentish Road.</p>
21.	<p>In addition and owing to the opposition from carers to bringing all residential respite in-house, consideration has also been given to a mixed provider option which would be a variation of Option 1. Under this option (Option 3) Kentish Road would still be expanded and the majority of overnight respite would still be delivered from there and Weston Court; but each site would be managed by a different provider: Kentish Road by the Council and Weston Court by an external provider. It should be noted that this option would require a procurement to be undertaken for the Weston Court service and so it is possible there would be a change in provider.</p>
22.	<p>From a non-financial perspective, Option 1: “Expand Kentish Road and deliver the majority of overnight respite through a single service operating across two sites, Kentish Road and Weston Court” is the recommended model for the following main reasons:</p> <ul style="list-style-type: none"> • It fully utilises the Council’s assets • It maintains choice and accessibility for both sides of the city • It provides ample capacity to meet forecast increases in demand for respite • It provides greater consistency of provision by having a single provider operating both sites • It enables the flexibility to meet different types of need
23.	<p><u>Timeline</u></p> <p>The recommendation is to progress with Option 1.</p> <p>Based on delivering the service internally through the Council’s direct care services, the timeline for delivering this is set out below with the expectation that all clients will be transitioned by early June 2025:</p> <ul style="list-style-type: none"> • February – end April 2025: Recruitment of additional staff and TUPE negotiations • February- end April 2025: CQC applications for changes to registration • February – May 2025: Adult Social Care Reviews and transition planning for clients impacted by a change in respite venue (approx. 11)

	<ul style="list-style-type: none"> • Mid March – end June 2025: transition of clients impacted by a change in venue <p>Existing contracts will be extended for an interim 3 month period to 30 June 2025 to accommodate this timeline.</p>
24.	<p><u>Provider Options</u></p> <p>Whilst Option 1 (expand Kentish Road and deliver the majority of overnight respite across two sites, Kentish Road and Weston Court) is the recommended model, it could be argued that this could be delivered in a number of ways:</p> <ul style="list-style-type: none"> • all in-house through the Council’s direct care services (as presented in the consultation) • all externally (by going out to procurement) • a mixed provider model whereby the Council continues to deliver the Kentish Road service in house but goes out to procurement to deliver the Weston Court service (which is the Option 3 already discussed and included in Appendix 2) <p>A single provider delivering the service across both sites has the following benefits over the mixed provider model and is therefore the preferred option:</p> <ul style="list-style-type: none"> • greater economies of scale e.g. through sharing back-office costs and management • greater consistency and equity of provision across both sites e.g. booking systems, Least Restrictive Practice principles • equity of staff pay, terms and conditions between both sites <p>The main considerations when comparing the in-house to the external provider option are listed below:</p> <ul style="list-style-type: none"> - staff pay and conditions - the amount and timescales for delivery of savings - level of disruption for current service users - impact on the market <p>With these considerations in mind, the in-house option has the following benefits:</p> <ul style="list-style-type: none"> • It provides the Council with greater certainty and control over future costs • Whilst the external provider option may deliver a greater saving as a result of competition within the market, staff pay and conditions are likely to be more favourable with the in-house option • Whilst the in-house option has the risk of potentially destabilising some providers within the market, impacting on wider market costs, outsourcing the whole service would carry greater risk for the Council in the eventuality of a market failure • In terms of disruption for current service users, the in-house provider option would mean a change in provider for some people. However the external provider option carries the risk of disruption for a greater number of people as there could be a change in provider for both sites, depending on the outcome of the procurement.
RESOURCE IMPLICATIONS	
<u>Capital/Revenue</u>	
25.	<p><u>Capital Expenditure</u></p> <p>Both options 1 and 2 would require some alterations and equipping of the interior of the first floor of Kentish Road (e.g. installation of ceiling track hoists alarm system and wet rooms) to accommodate the additional capacity required. Total costs of these</p>

	works have been estimated at approx. £50,000. Funding has already been committed from the respite commissioning contingency budget (AQ0070) for these works.																				
26.	<p><u>Revenue Expenditure</u></p> <p>Detailed costings, including full breakdown of costs for each of the options, can be found at Appendix 3. The costs for both options have been based on the Council providing these services internally. The market has not been tested for the cost of providing these options; although estimated costs from one of the current providers of providing Option 2 (single site) show a slightly higher level of saving by circa £60k.</p>																				
27.	<p>Cost of current provision is £1,492,115. This includes the Council's costs of delivering the Kentish Road Service as well as the Rose Road and Way Ahead contracts. Current capacity across all 3 providers is 3391 which includes one emergency bed at Kentish Road</p>																				
28.	<p>The tables below show the costs of each of the Options and how they compare to the cost of the current model, including the new Option 3 of a 2-site service delivered by the Council and an external provider as described in Paragraph 21. For comparison purposes costs for each of the options have been based on prices as at the start of 2024/25 which do not include the council staff pay uplift. Some adjustments to costs have been made to account for feedback from the consultation.</p> <p><u>Option 1: Expand Kentish Road and deliver the majority of overnight respite as a single service operating across two sites, Kentish Road and Weston Court.</u></p> <p>This delivers 3600 nights a year (plus it is estimated that up to 200 nights would be commissioned a year for more complex clients, mostly jointly funded by the Integrated Care Board – the exact number and costs for this group will fluctuate dependent on need at any one time) – this is an increase of 409 nights from current capacity and sufficient capacity to meet demand over the next 4 years.</p> <table border="1"> <thead> <tr> <th colspan="4">Option 1: Future Model (2 sites)</th> </tr> <tr> <th></th> <th>2024/25</th> <th>Available nights</th> <th>Price</th> </tr> </thead> <tbody> <tr> <td>Single Service delivered across 2 sites (KR and WC)</td> <td>£1,083,791</td> <td>3,600</td> <td>£301.05</td> </tr> <tr> <td>Additional costs for more complex clients</td> <td>£51,411</td> <td></td> <td></td> </tr> <tr> <td>TOTAL</td> <td>£1,135,202</td> <td></td> <td></td> </tr> </tbody> </table> <p><u>Option 2: Expand Kentish Road and deliver the majority of overnight respite from one main site, i.e. Kentish Road</u></p> <p>This delivers 3240 nights a year (plus it is estimated that up to 200 nights would be commissioned a year for more complex clients, mostly jointly funded by the Integrated Care Board – the exact number and costs for this group will fluctuate dependent on need at any one time) – this is an increase of 49 nights from current capacity – whilst this would provide sufficient capacity to meet demand over the next two years, there is a reasonable risk that the Council would need to commission additional capacity from external providers in future years</p>	Option 1: Future Model (2 sites)					2024/25	Available nights	Price	Single Service delivered across 2 sites (KR and WC)	£1,083,791	3,600	£301.05	Additional costs for more complex clients	£51,411			TOTAL	£1,135,202		
Option 1: Future Model (2 sites)																					
	2024/25	Available nights	Price																		
Single Service delivered across 2 sites (KR and WC)	£1,083,791	3,600	£301.05																		
Additional costs for more complex clients	£51,411																				
TOTAL	£1,135,202																				

Option 2: Future Model (1 site)				
	2024/25	Available nights	Price	
Single Service delivered in a single site (KR)	£973,804	3,240	£300.56	
Additional costs for more complex clients	£51,411			
TOTAL	£1,025,215			

Option 3: as per Option 1 but using two different providers for Kentish Road and Weston Court)

It should be noted that the external provider costs of running Weston Court have been based on the current price for the Weston Court provision. The actual cost would be subject to the outcome of a procurement and so may be slightly higher or lower.

New Option 3: Future Model (2 sites but Council runs KR and external provider runs WC)				
	2024/25	Available nights	Price	
Council costs of running expanded KR	£798,172	3600	£319.78	
Another providers costs of running WC	£353,040			
Additional costs for more complex clients	£51,411			
TOTAL	£1,202,623			

Comparison of all Options against current costs

Cost Comparisons with Current Model				
	2024/25 Current Model	Option 1 New Model (2 sites)	Option 2 New Model (1 site)	Option 3 New Model (2 sites each with separate provider)
Total Cost of Core Respite provision (including utility costs)	£1,492,115	£1,083,791	£973,804	£1,151,212
Additional costs for more complex clients	incl in above	£51,411	£51,411	£51,411
TOTAL	£1,492,115	£1,135,202	£1,025,215	£1,202,623
Variance on Current Model	£0	-£356,913	-£466,900	-£289,492

29. All the options include expanding the number of beds at Kentish Road to maximise the use of this asset and provide a more cost-effective delivery model, with the 1:3 staffing model operating across a larger number of beds. Option 1 and Option 2 deliver the Weston Court beds as part of the same service – in the case of Option 1 this would be a single service, with a single Registered Manager delivered across 2 sites. In Option 2 it would be a single service incorporating the Weston Court beds into a single site, i.e. Kentish Road. In Option 3, Kentish Road and Weston Court would be provided by two separate providers and managed separately. All options significantly reduce the cost of the existing Kentish Road service as its 1:3 staffing model would be operating over a larger number of beds.

30. The financial analysis shows that Option 2: the single site option would deliver the greatest savings at £466,900. However, this option would deliver fewer beds and less capacity than Option 1 (hence why the price per night is not lower). It was also the least preferred by the consultation, has the greatest number of non-financial disadvantages and so Option 2 is not recommended.

31. Option 1: a single service delivered across 2 sites had the greatest non-financial benefits and, whilst it does not offer the same level of savings as Option 2, it would still deliver a saving of £356,913. The recommended option on the basis of both the financial and non-financial analysis is therefore Option 1: Expand Kentish Road and

	deliver the majority of overnight respite in-house as a single service operating across two sites, Kentish Road and Weston Court.
32.	The new Option 3 was included to test the financial impact of delivering a service similar to Option 1 across two sites but by two separate providers. The financial modelling shows this to deliver a smaller saving of £289,492, which is due to it not having the same economies of scale as would be the case for a single provider.
<u>Property/Other</u>	
33.	Both properties, Kentish Road and Weston Court, are owned by the Council. Some minor alternations and fixtures are required on the first floor of Kentish Road to support the expansion as highlighted above in Paragraph 25.
LEGAL IMPLICATIONS	
<u>Statutory power to undertake proposals in the report:</u>	
34	The Care Act 2014 imposes statutory duties on Local Authorities when exercising Adult Social Care functions. This includes the duty to promote the individual's well-being and protect them from abuse and neglect. There is also the duty to prevent or delay the development of needs for care and support and the general duty to provide advice and information on care and support available.
35	Section 10 of the Care Act 2010 requires the Local Authority to carry out a carers assessment where it appears the carer may have needs for support and determine whether their needs meet the eligibility criteria. This can include the provision of respite care for the cared for person to promote the carer's well-being. Any respite provision must meet the cared for persons needs for care and support.
36	The Care Act places duties on local authorities to promote the efficient and effective operation of the market for adult care and support as a whole. The Act also places duties and responsibilities on Local Authorities to commission appropriate, efficient and effective services and encourage a wide range of service provision to ensure that people have a choice of appropriate services and an emphasis on enabling people to stay independent for as long as possible.
<u>Other Legal Implications:</u>	
37.	There was a common law expectation to consult on the proposals put forward. The Council carried out a detailed consultation in line with the compact agreement. Cabinet must take into account the responses given during the consultation process before making any decision.
38.	The Equality Act 2010 imposes duties on Local Authorities and in particular the duty to have due regard to its public sector equality duty when carrying out any function. In particular the duty to eliminate discrimination, harassment and victimisation and advance equality of opportunity and fostering good relations. Local Authorities also have a duty under the Human Rights Act 1998, when carrying out any function, not to act incompatibly with rights under the European Convention for the Protection of Fundamental Rights and Freedoms
39.	The recommendations are likely to have TUPE implications. Bringing the service in-house from external providers will involve TUPE unless the service is to end or continue in a different manner. Neither apply here. Staff from Way Ahead and Rose Road would potentially be in scope to transfer to the Council. To be in scope staff would need to be working mostly on the Council contract immediately before the transfer. It is impossible at this stage to properly assess who might transfer and any cost involved as the relevant information is held by the outgoing providers and they

	have no obligation to provide details at this stage. The Council will need additional staff if bringing the service in-house and TUPE transfers would provide at least some of those staff. The Council will work in partnership with the employers (Way Ahead and Rose Road) to meet their duties related to Transfer of Undertakings (Protection of Employment) Regulations 2006, Section 13. As part of the consideration of transfer, a timeline will be developed.
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RISK MANAGEMENT IMPLICATIONS

40.	<p>The main logistical risks associated with implementing the recommended Option 1 and how these will be addressed are set out below:</p> <ul style="list-style-type: none"> • Staffing and Recruitment – additional staff will be recruited to ensure a full compliment of core staff within Kentish Road, following a robust recruitment process in line with Skills for Care safe recruitment practices. There would be dedicated HR support to the project. Internal redeployment options would also be explored. TUPE may also support, offering continuity and consistency of staff. • Adult Social Care capacity to undertake reviews and support the transition for those clients impacted – the recommended Option 1 impacts fewer people than Option 2 and therefore carries less risk. It would require reviews and transition planning to be undertaken for around 11 people. Time has already been built into implementation timelines for this to take place from February through to May 2025. • Capacity within Adult Social Care to affect the changes required, which in turn would impact on delivery of 2025/26 in-year savings. To address this, dedicated project and business support is being put in place to support implementation. Human Resources and property service input has also been identified to enable the changes to be implemented within the timescales identified. • Market sustainability and potential financial impact on other services commissioned, e.g. children’s short breaks. Officers will continue to work with providers to understand and seek to mitigate any impact. The Inclusive Lives tender Phase 2 for Meaningful Opportunities and Short Breaks will shortly be published and will be seeking to develop a broader range of activities and support, offering new business opportunities to short break and day care providers.
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POLICY FRAMEWORK IMPLICATIONS

41.	The recommendations in this report are entirely consistent with and not contrary to the Council’s policy framework.
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KEY DECISION?	Yes
WARDS/COMMUNITIES AFFECTED:	All
<u>SUPPORTING DOCUMENTATION</u>	
Appendices	
1	Consultation feedback Report
2	Non-Financial Options Appraisal
3	Financial Analysis
4	Option 1 – ESIA
5	Key themes from the consultation feedback and Council response

Documents In Members' Rooms

1.	None	
Equality Impact Assessment		
Do the implications/subject of the report require an Equality and Safety Impact Assessment (ESIA) to be carried out.		Yes – Appendix 4
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		
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.		

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Adult Learning Disabilities Overnight Residential Respite Consultation - *Full results summary*

- [Introduction](#)
- [Methodology](#)
- [Respondents](#)
- [Proposal feedback](#)
- [Free text comments](#)



Southampton City Council undertook a consultation on **Adult Learning Disabilities Overnight Residential Respite**.

This consultation took place between **23/10/24** and **16/12/24**.

The aim of this consultation was to:

- Communicate clearly to residents and stakeholders the proposal and options for Adult Learning Disabilities Overnight Residential Respite.
- Ensure any resident, business or stakeholder who wished to comment on the proposals had the opportunity to do so, enabling them to raise any impacts the proposals may have.
- Allow participants to propose alternative suggestions for consideration which they feel could achieve the objective in a different way.

The primary method of gathering feedback for this consultation was via online questionnaire. Physical paper versions of the questionnaire were also made available, and respondents could also email yourcity.yoursay@southampton.gov.uk with their feedback, as well as respond by post.



Southampton City Council is committed to consultations of the highest standard and which are meaningful and comply with the *Gunning Principles*, considered to be the legal standard for consultations:

1. Proposals are still at a formative stage (a final decision has not yet been made);
2. There is sufficient information put forward in the proposals to allow ‘intelligent consideration’;
3. There is adequate time for consideration and response, and;
4. Conscientious consideration must be given to the consultation responses before a decision is made.



New Conversations 2.0
LGA guide to engagement



Rules: The Gunning Principles

They were coined by Stephen Sedley QC in a court case in 1985 relating to a school closure consultation (R v London Borough of Brent ex parte Gunning). Prior to this, very little consideration had been given to the laws of consultation. Sedley defined that a consultation is only legitimate when these four principles are met:

1. **proposals are still at a formative stage**
A final decision has not yet been made, or predetermined, by the decision makers
2. **there is sufficient information to give ‘intelligent consideration’**
The information provided must relate to the consultation and must be available, accessible, and easily interpretable for consultees to provide an informed response
3. **there is adequate time for consideration and response**
There must be sufficient opportunity for consultees to participate in the consultation. There is no set timeframe for consultation,¹ despite the widely accepted twelve-week consultation period, as the length of time given for consultee to respond can vary depending on the subject and extent of impact of the consultation
4. **‘conscientious consideration’ must be given to the consultation responses before a decision is made**
Decision-makers should be able to provide evidence that they took consultation responses into account

These principles were reinforced in 2001 in the ‘Coughlan Case (R v North and East Devon Health Authority ex parte Coughlan²), which involved a health authority closure and confirmed that they applied to all consultations, and then in a Supreme Court case in 2014 (R ex parte Moseley v LB Haringey³), which endorsed the legal standing of the four principles. Since then, the Gunning Principles have formed a strong legal foundation from which the legitimacy of public consultations is assessed, and are frequently referred to as a legal basis for judicial review decisions.⁴

¹ In some local authorities, their local voluntary Compact agreement with the third sector may specify the length of time they are required to consult for. However, in many cases, the Compact is either inactive or has been cancelled so the consultation timeframe is open to debate

² BAILII, England and Wales Court of Appeal (Civil Decision) Decisions, Accessed: 13 December 2016.

³ BAILII, United Kingdom Supreme Court, Accessed: 13 December 2016

⁴ The information used to produce this document has been taken from the Law of Consultation training course provided by The Consultation Institute



The agreed approach for this consultation was to use an online questionnaire & paper questionnaire as the main route for feedback; questionnaires enable an appropriate amount of explanatory and supporting information to be included in a structured way, helping to ensure respondents are aware of the background and detail of the proposal and options. An easy read online and paper questionnaire were also available.

Respondents could also write letters or emails to provide feedback on the proposal and options: emails or letters that contained consultation feedback were collated and analysed as a part of the overall consultation.

The consultation was promoted in the following ways:

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- Promoted to existing service users
- Letters to the carers and cared for
- 3 sessions held to discuss the consultation

All questionnaire results have been analysed and presented in graphs within this report. Respondents were also given opportunities throughout the questionnaire to provide written feedback on the proposal and options.

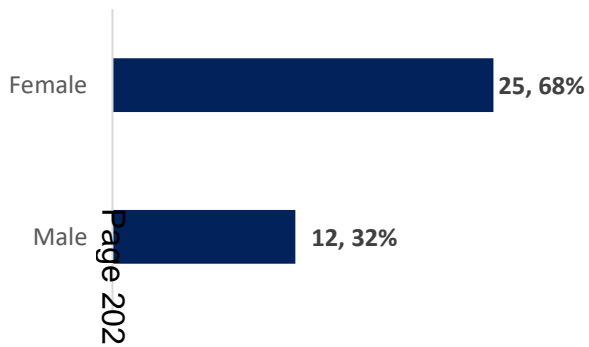


Total responses

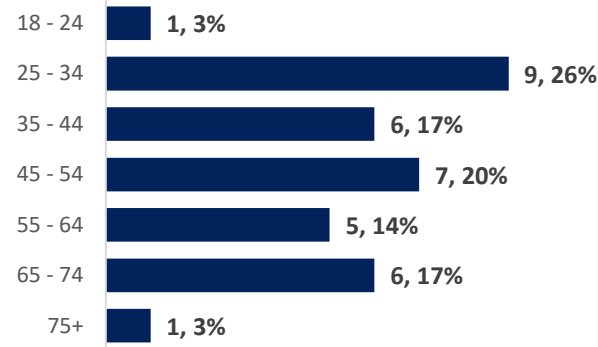
42 survey responses
38 Standard survey
4 Easy read survey

Graphs on this page are labelled as percentage (count).

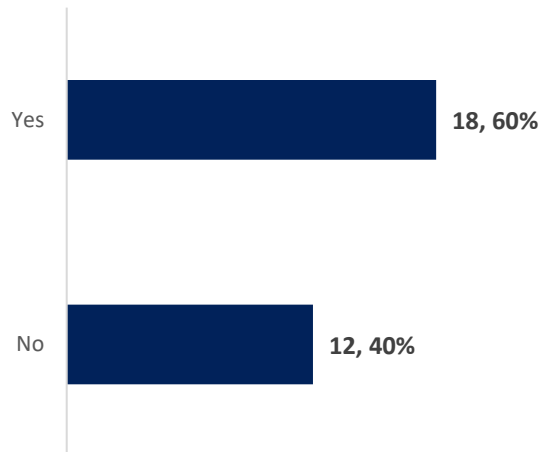
Sex



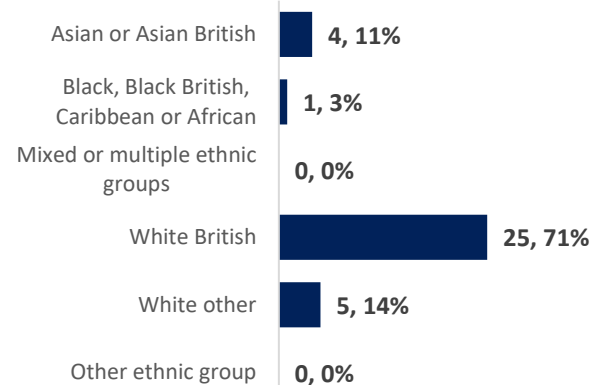
Age



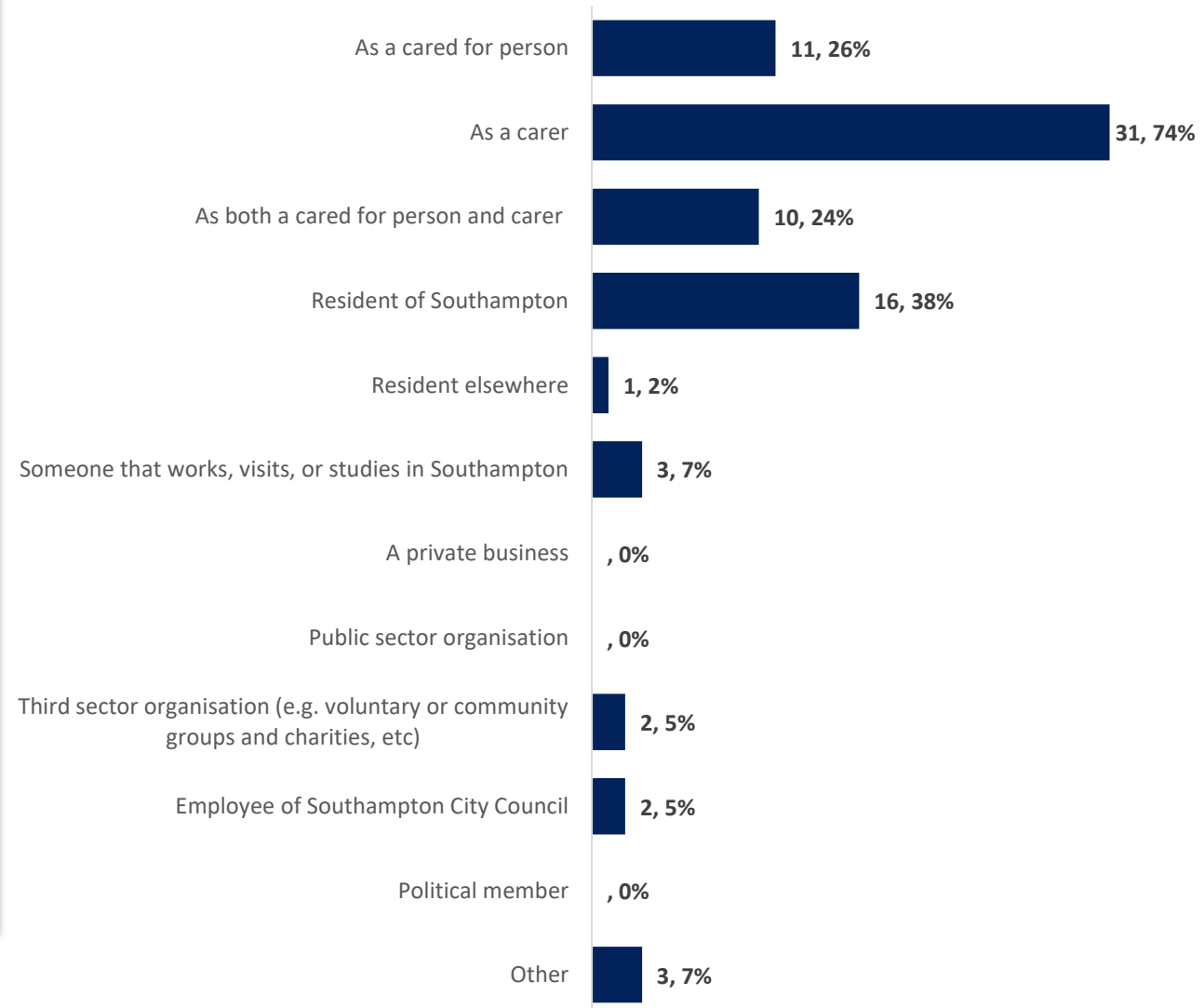
Disability



Ethnicity



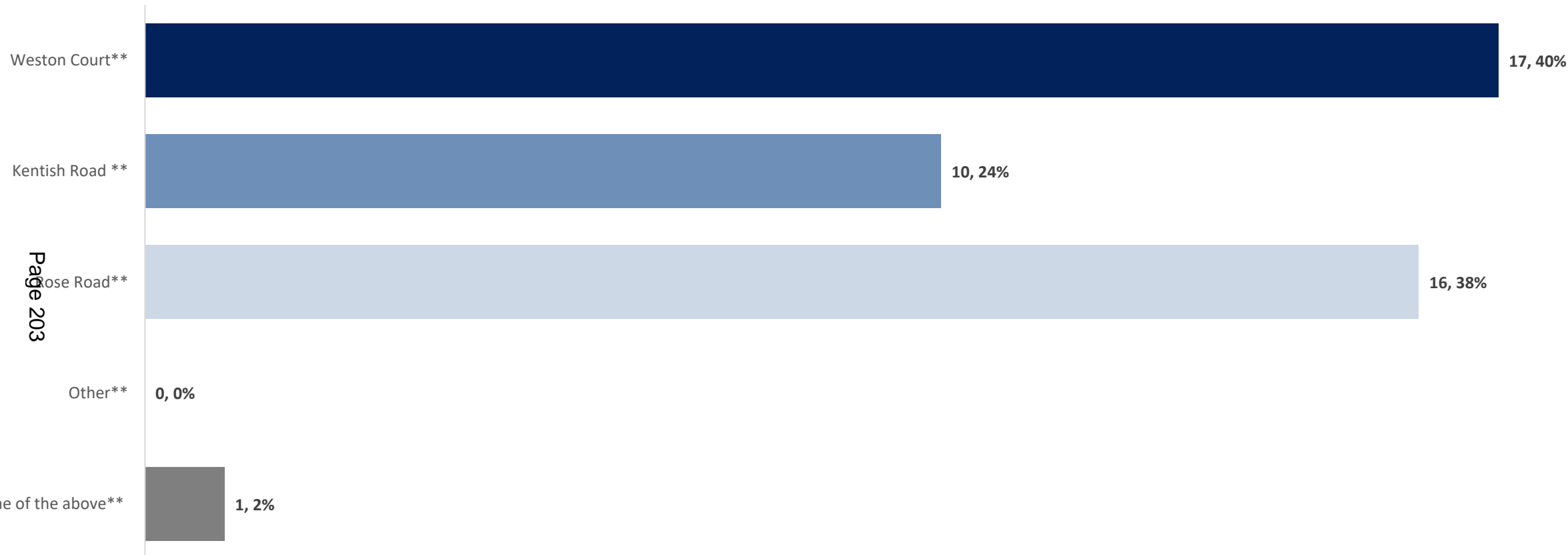
Interest in the consultation



Question | Which of the following overnight respite services do you attend? *Please tick all that apply.*

Total responses | **42**

Graph on this page are labelled as percentage (count).



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Key findings:

- **40%** of the respondents attend **Weston Court**, while **38%** attend **Rose Road** and **24%** **Kentish Road**.



Consultation feedback



Respite services support people with a learning disability and their carers by helping carers to take a break from caring. Overnight residential respite in Southampton is currently provided at Kentish Road (provided by the Council), Rose Road (provided by the Rose Road Association) and Weston Court (provided by Way Ahead).

Like many councils across the country, Southampton is facing significant financial challenges. This means that we need to review how peoples assessed needs are supported. For this consultation, we are focusing on a review of our overnight residential respite service.

We are proposing to maximise the use of our own internal respite provision by providing the majority of overnight residential respite ourselves. We have two potential options on how we propose to do this.

We feel this would provide best value for Southampton residents and help us meet respite needs in the future. Please note, we are not proposing a reduction in the amount of overnight residential respite that we provide.



Currently the council uses some external providers to run overnight residential respite. We are proposing to reduce our use of external providers and instead provide most overnight residential respite ourselves.

We feel this would provide best value for Southampton residents and help us meet respite needs in the future.

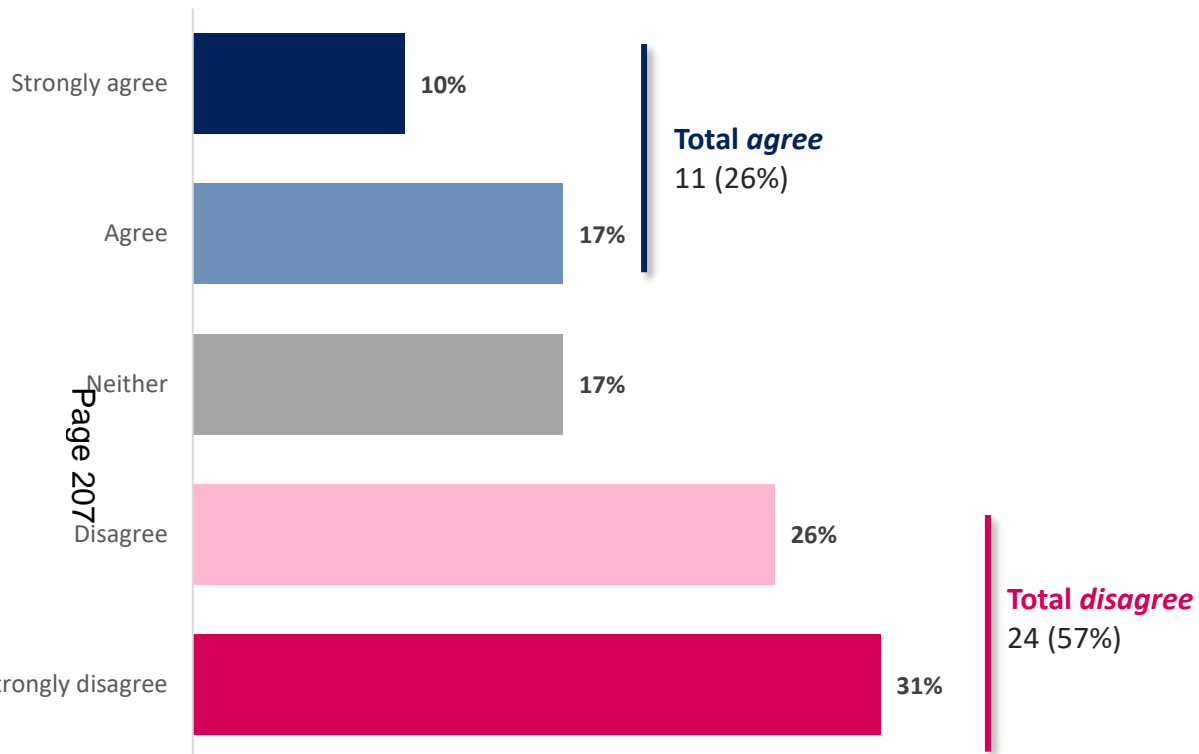
The Council will continue to commission some overnight residential respite from Rose Road, specifically for people with more complex needs. For example, if they require nursing support. We are also not proposing any change to respite provision for children up to 18 using Rose Road.

Ultimately, Southampton City Council is looking for feedback on two options that will deliver the majority of overnight residential respite in house.



Question 1 | To what extent do you agree or disagree with the proposal to maximise the use of our own internal respite provision?

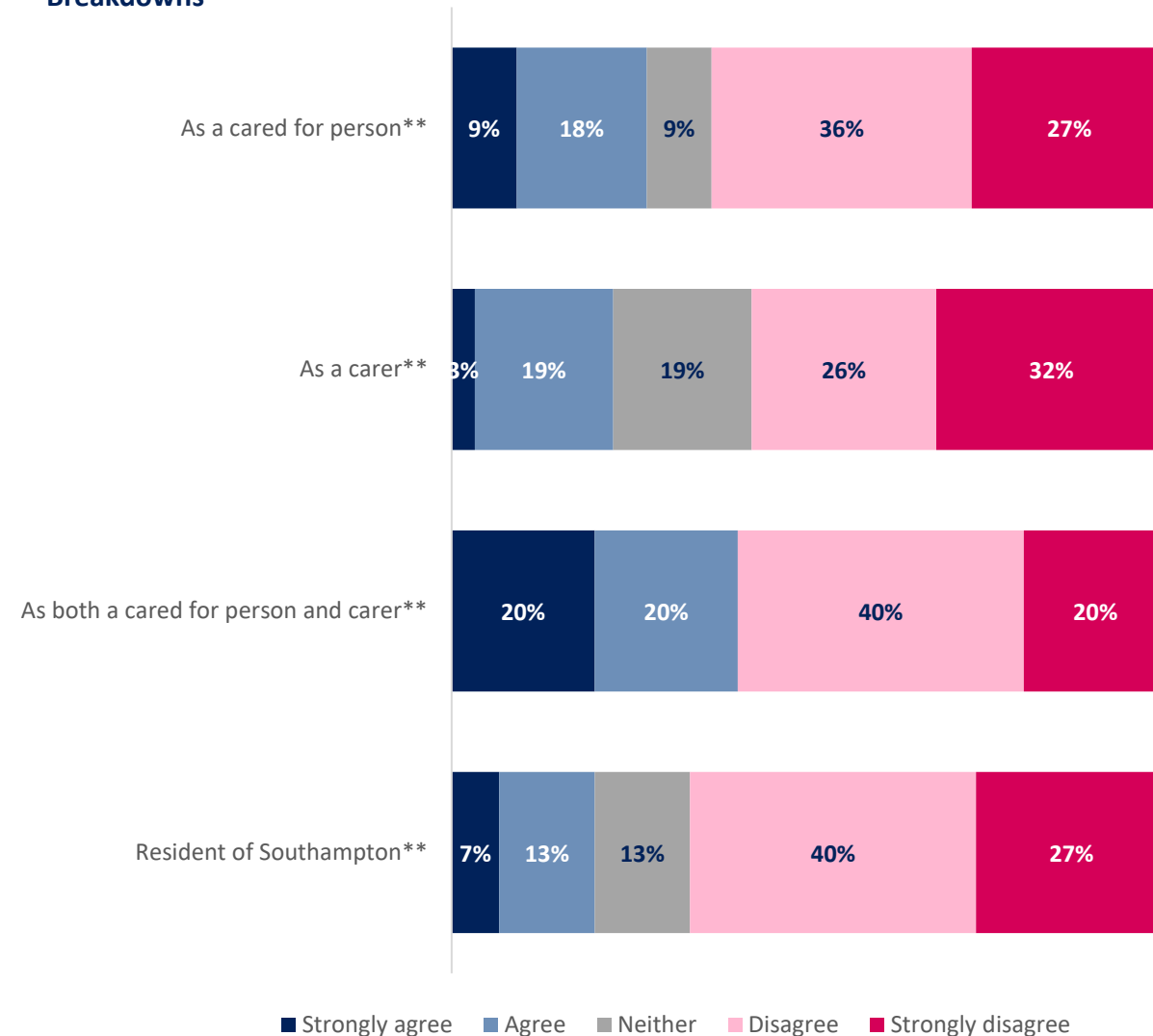
Total responses | 42



Key findings:

- 57% of respondents **disagree** with the **proposal to maximise the use of internal respite provision**.
- 32% of carers **strongly disagreed** with the **proposal**.

Breakdowns



**Small sample size – less than 50, *Small sample size – less than 100



Question 2 | What impact do you feel this may have on you, or your family?

Total responses | 42



Key findings:

- **64%** said that the **proposal** would have a **negative impact** on them or their family.
- **70% of both a cared for person and carer** said this would have a **very negative impact** on them.

Breakdowns



■ A very positive impact
 ■ A fairly positive impact
 ■ No impact at all
■ A fairly negative impact
 ■ A very negative impact
 ■ Don't know

**Small sample size – less than 50, *Small sample size – less than 100

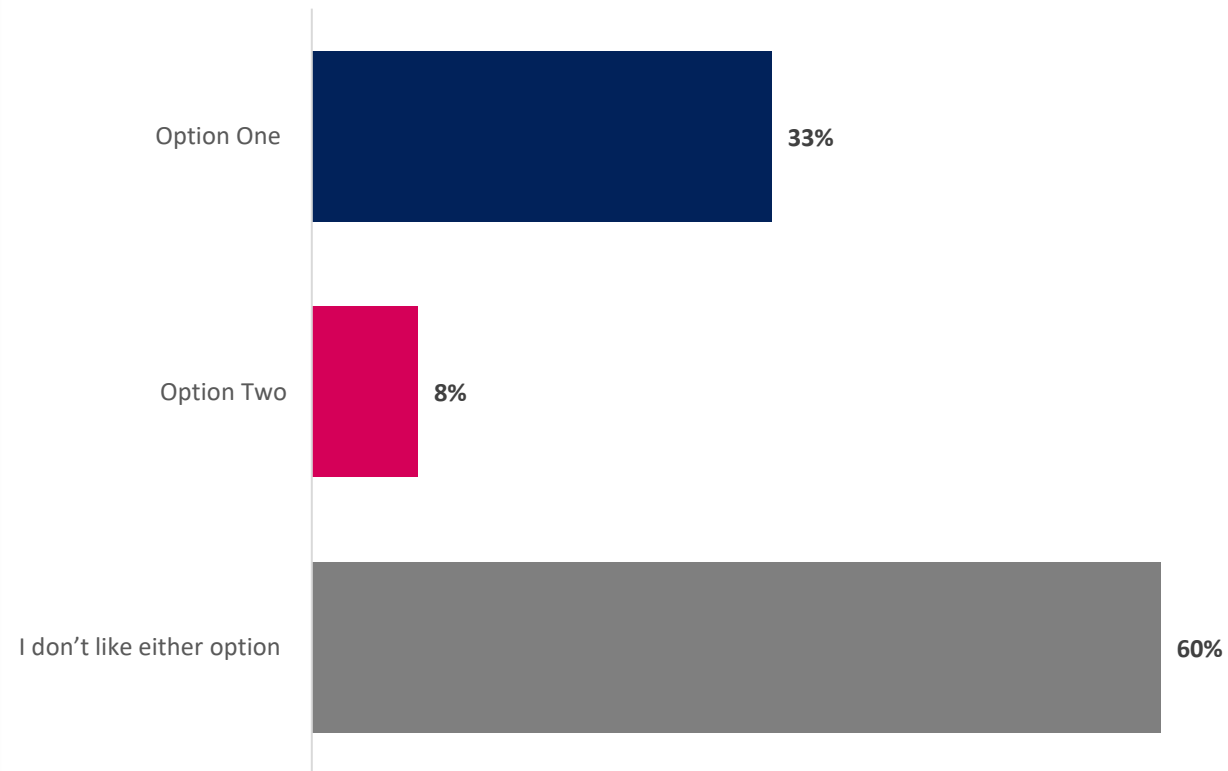


The following table show the two proposed options that would deliver the majority of overnight residential respite in house.

	Option one	Option two
Summary	Southampton City Council would become the provider at Weston Court and run this as well as Kentish Road. More bed spaces would be available at Kentish Road for those who do not have complex needs and might previously have been cared for at Rose Road.	Services at Weston Court would be stopped meaning the majority of overnight residential respite will be at Kentish Road. More bed spaces would be available at Kentish Road for those who do not have complex needs and might previously have been cared for at Rose Road and anyone that may have been cared for at Weston Court.
Available overnight residential respite sites (council run or commissioned)		
Weston Court	✓ Continue	✗ No longer provide overnight residential respite
Kentish Road	✓ Continue	✓ Continue
Rose Road	✓ Continue (for those with complex needs only)	✓ Continue (for those with complex needs only)
Registered care provider		
Weston Court	Change to Southampton City Council (instead of Way Ahead)	✗ No longer provide overnight residential respite
Kentish Road	Stay the same - Southampton City Council	Stay the same - Southampton City Council
Rose Road	Stay the same - Rose Road Association	Stay the same - Rose Road Association
Change in the number of overnight beds available (council run or commissioned)		
Overall	↑ Increase	↑ Increase
Weston Court	↑ Increase	↓ No overnight beds available
Kentish Road	↑ More than currently (to accommodate those who would have previously gone to Rose Road)	↑ More than currently (to accommodate those who would have previously gone to Weston Court or Rose Road)
Rose Road	↓ Less than currently (only available for those with complex needs)	↓ Less than currently (only available for those with complex needs)

Question 3 | Which of the proposed options do you prefer?

Total responses | 40



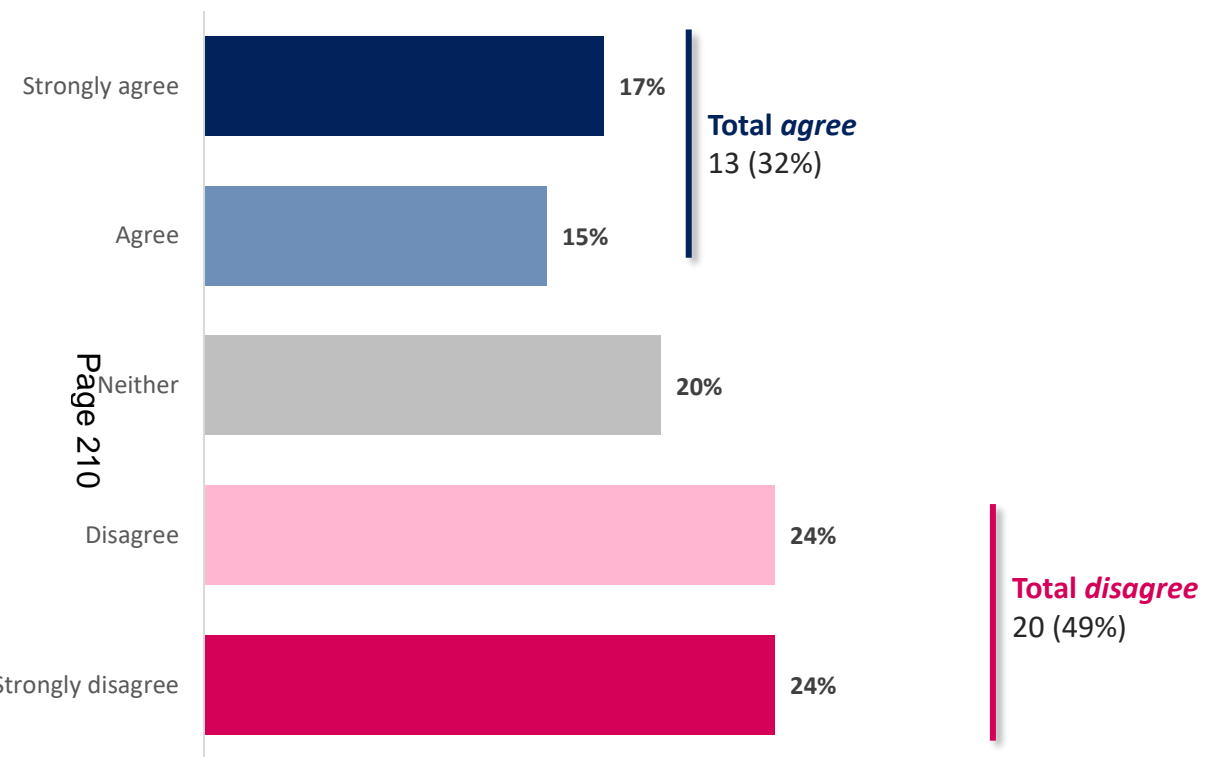
Key findings

- 60% of respondents did not like either option, however, 33% preferred option one.

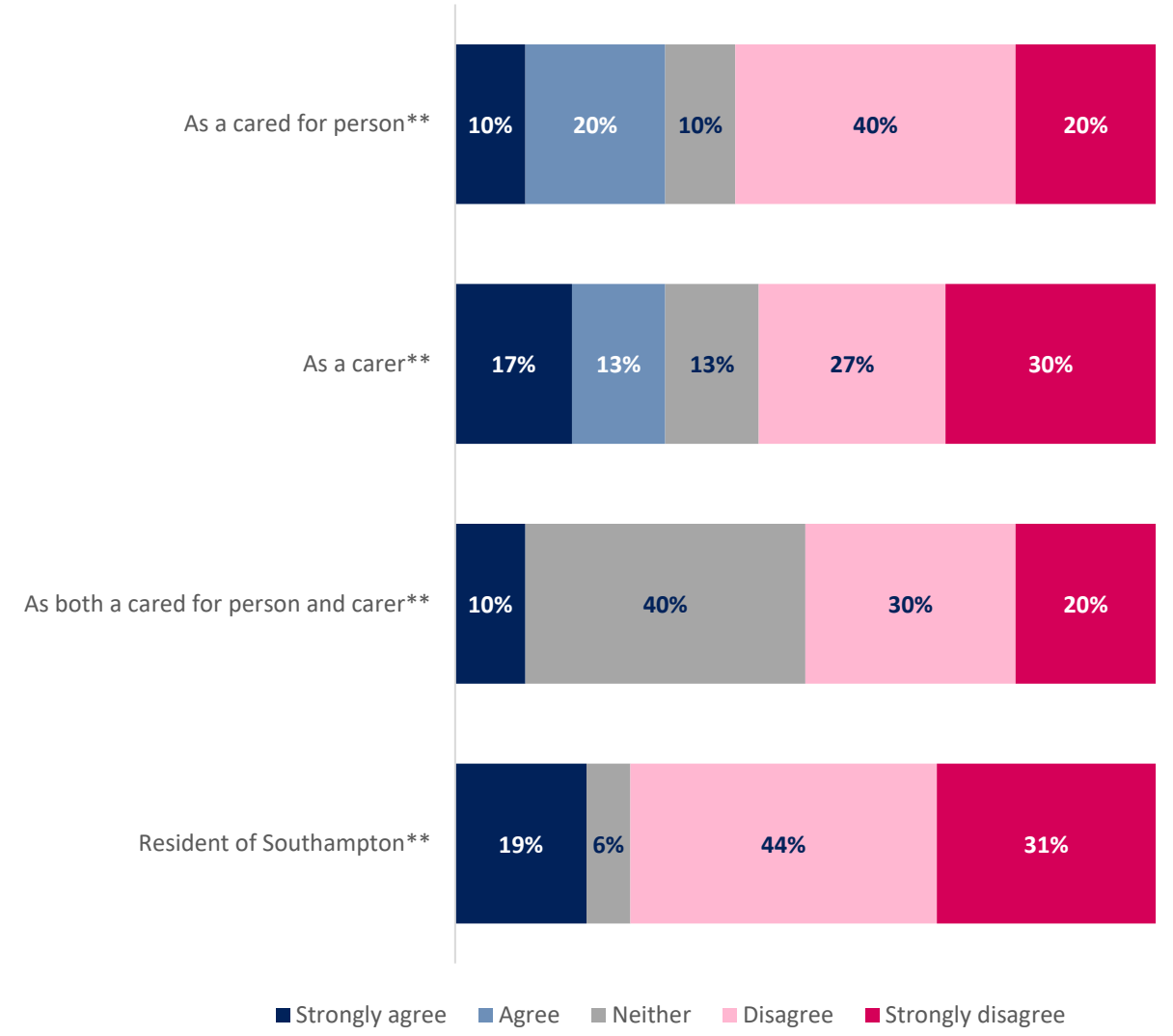
Question 4 | To what extent do you agree or disagree with the following options?

Option One

Total responses | 41



Breakdowns



Key findings:

- Just under **50% disagreed** with **Option One**.
- **17% of Carers strongly agreed** with **Option One**.

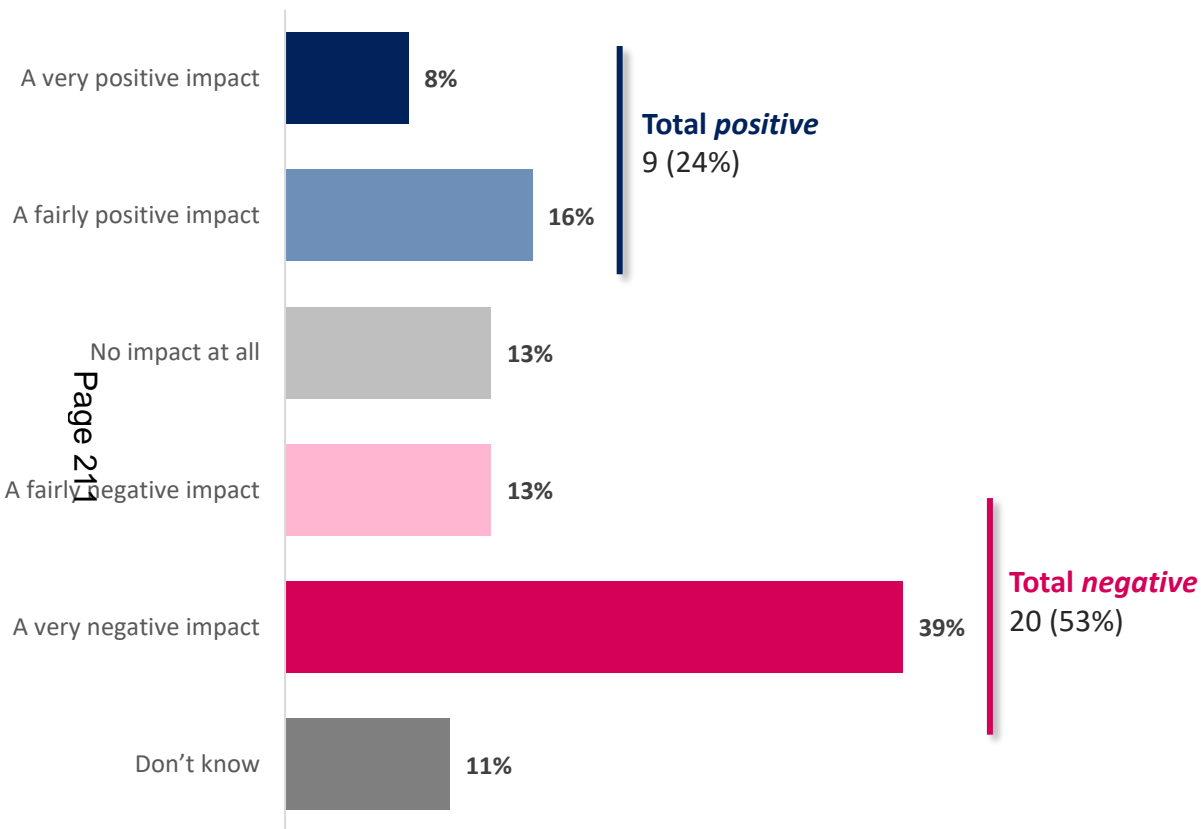
**Small sample size – less than 50, *Small sample size – less than 100



Question 5 | What impact do you feel this may have on you, or your family?

Option One

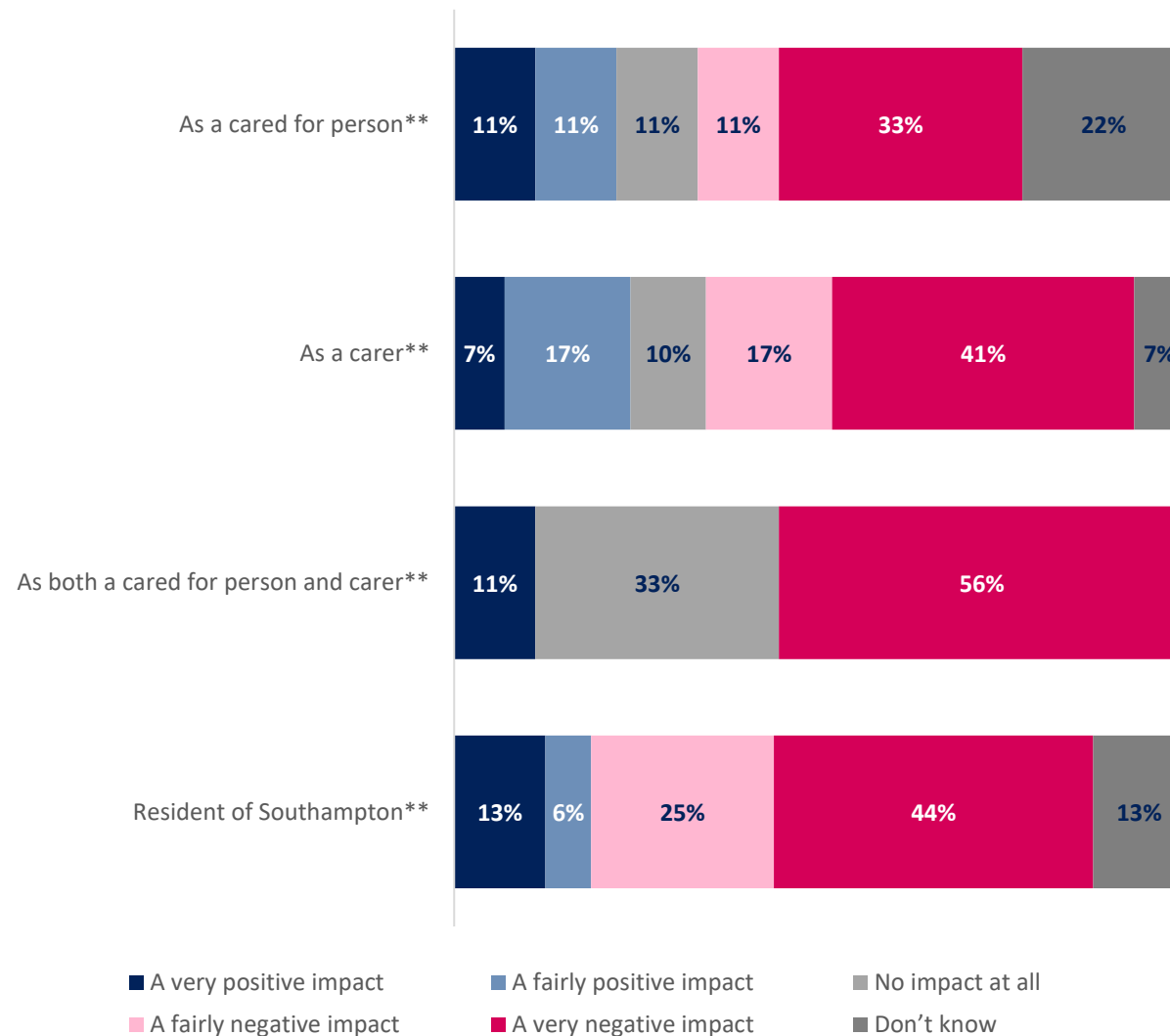
Total responses | 38



Key findings:

- 53% said **Option One** would have a **negative impact on them or their family**.
- 69% of residents of **Southampton** said this would have a **negative impact**.

Breakdowns

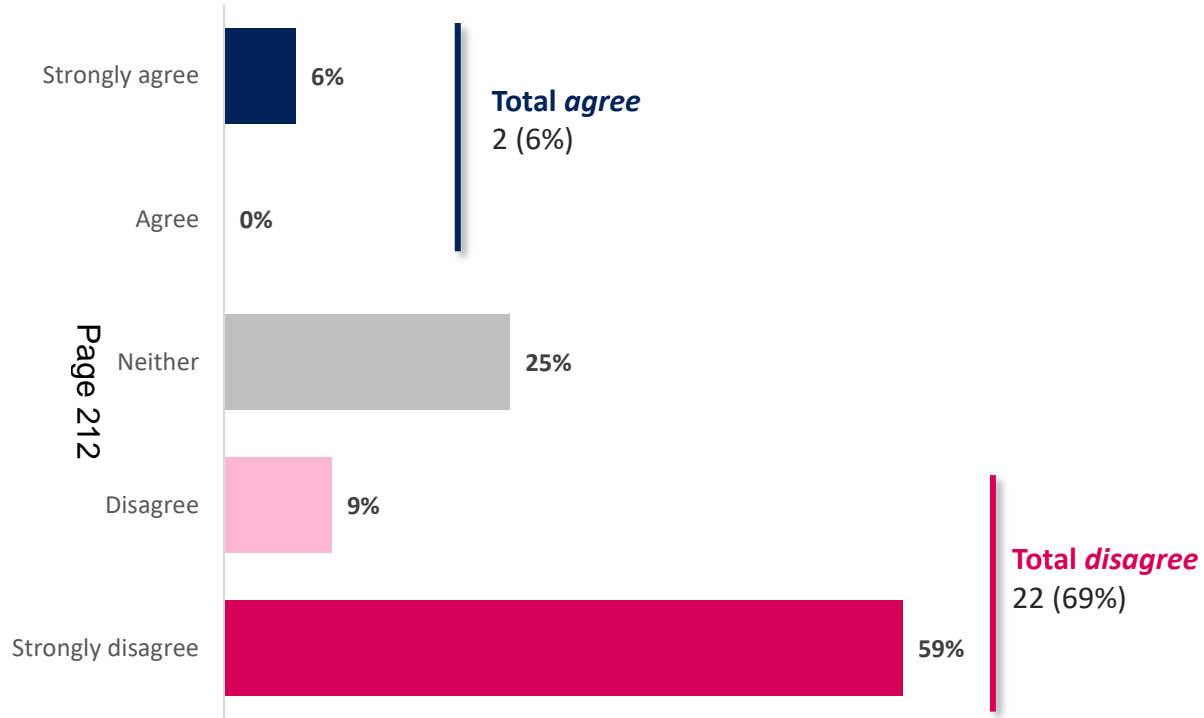


**Small sample size – less than 50, *Small sample size – less than 100

Question 4 | To what extent do you agree or disagree with the following options?

Option Two

Total responses | 32

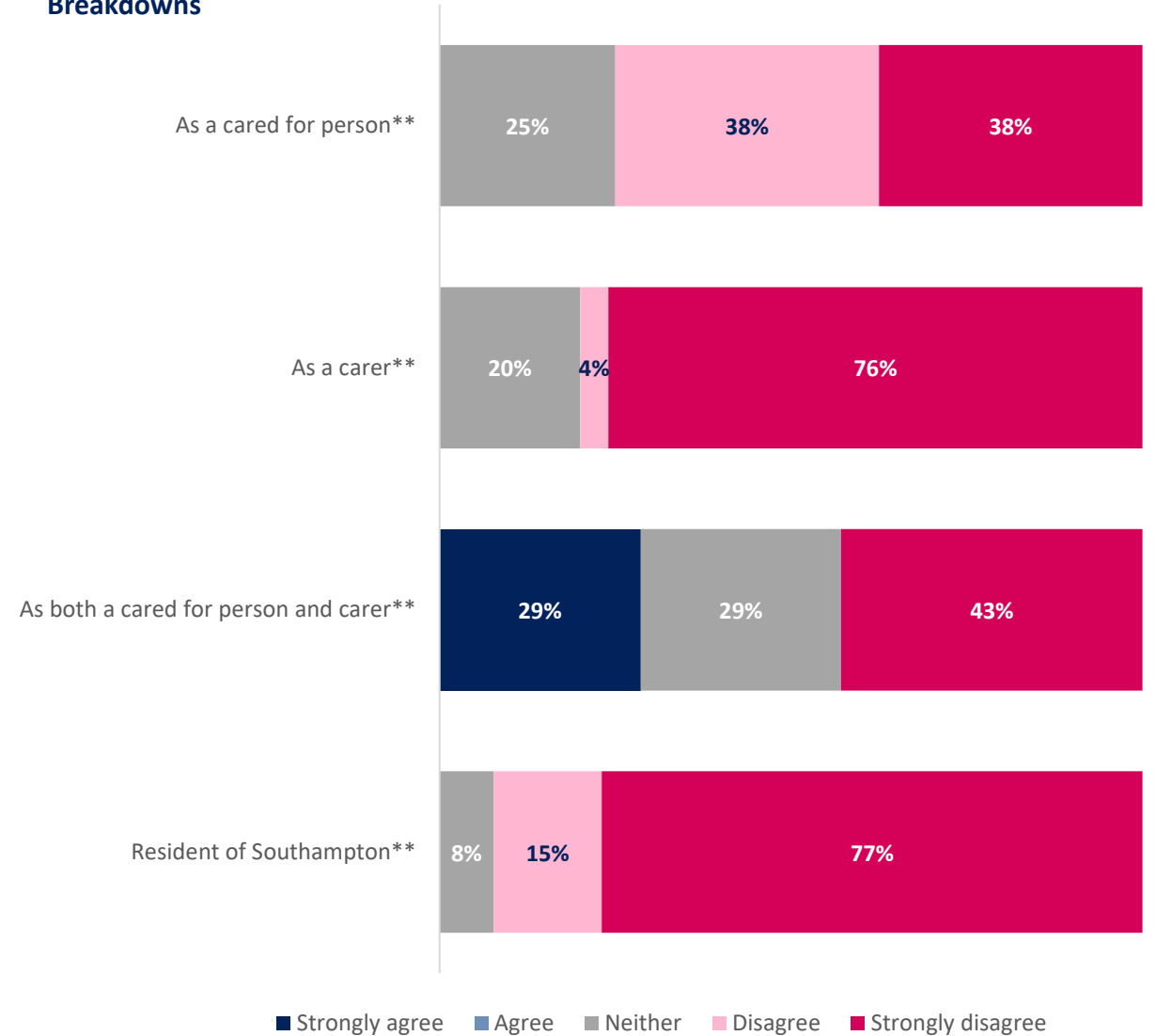


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Key findings:

- 69% of respondents disagreed with Option Two.
- Most breakdowns disagreed with Option two.

Breakdowns

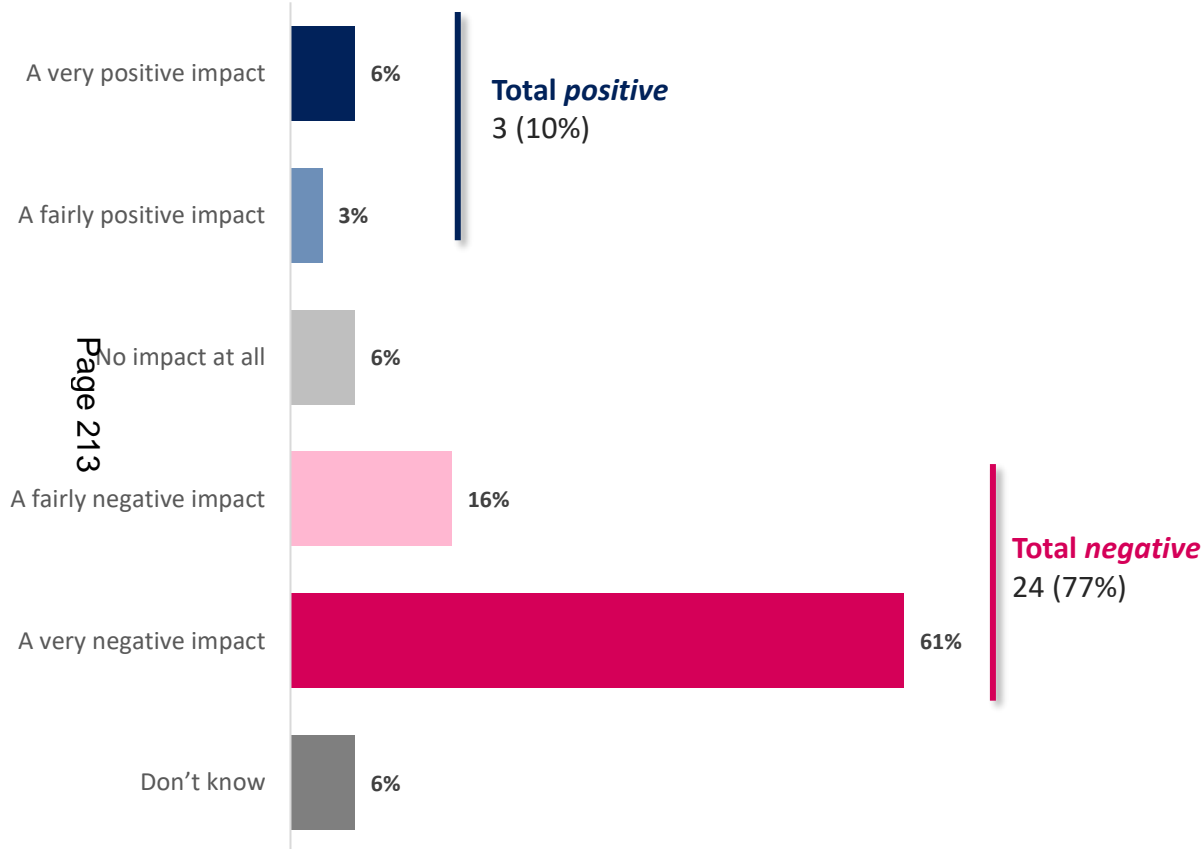


**Small sample size – less than 50, *Small sample size – less than 100

Question 5 | What impact do you feel this may have on you, or your family?

Option Two

Total responses | 31

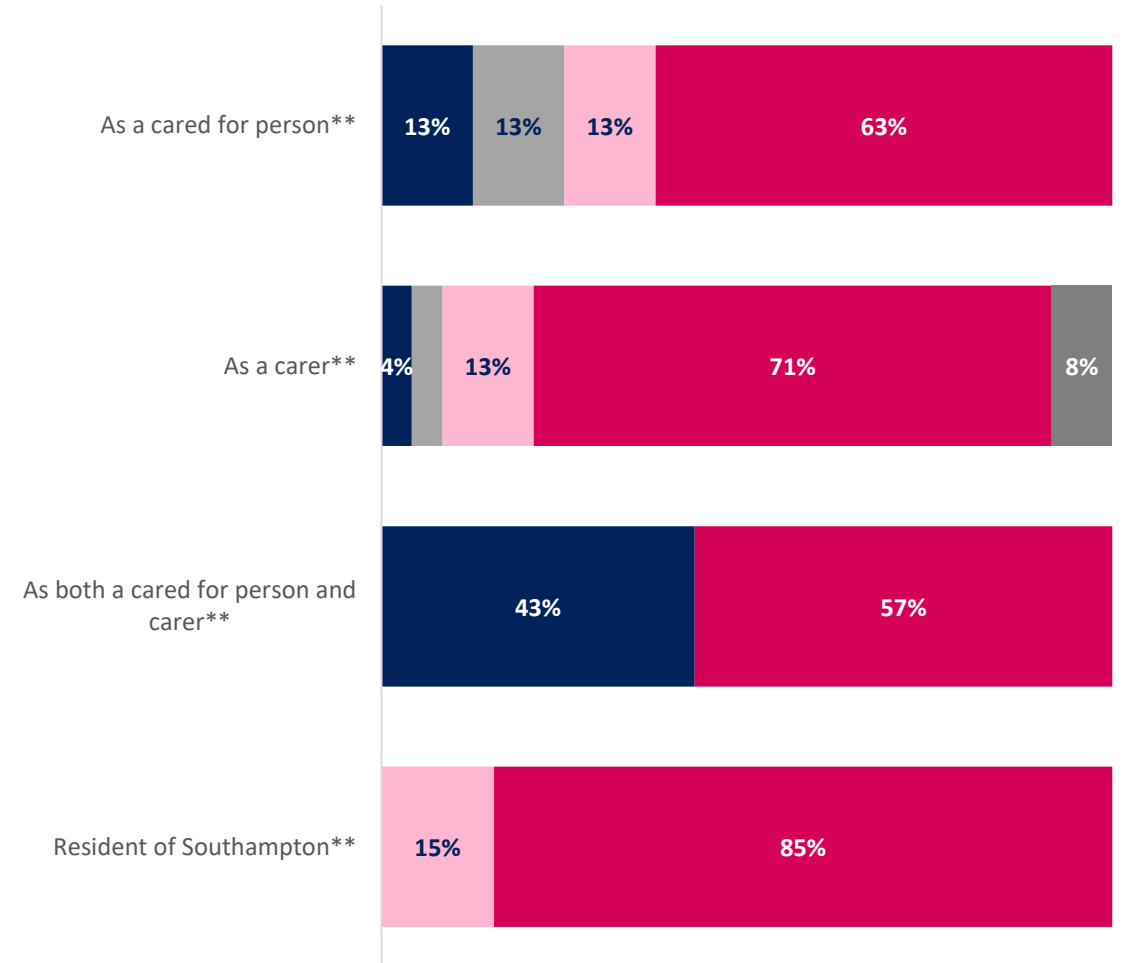


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Key findings

- 77% of respondents said **Option Two** would have a **negative impact on them or their family.**

Breakdowns



■ A very positive impact
 ■ A fairly positive impact
 ■ No impact at all
■ A fairly negative impact
 ■ A very negative impact
 ■ Don't know

**Small sample size – less than 50, *Small sample size – less than 100

“People with special needs can find change really challenging so being made to move to somewhere new could have a really negative effect on them. I don't think it's right for them all to be made to move over but maybe offer more respite for those that do move over.”

*“My daughter has struggled over the years with respite. It has taken years for her to settle at Weston Court. Her struggles with respite started ** at Kentish Road it was a frustrating, degrading and embarrassing episode that was imposed on her by staff and psychologists, that also took away her dignity. Because of this episode, although she did keep going to Kentish Road afterwards, she has settled into Weston Court and has told me she would definitely not go back to Kentish Road. If the change of management goes through from Way Ahead to the Council I don't think she will want to continue at Weston Court. Way Ahead have always catered to the needs of the individual going to extCouncil,ive them a good time, taking them out and about in the local community and further afield. Even when not booked in to stay for the night they have been included to go to the Theatre or on boat rides etc.... When Covid closed everything, Weston Court were there to offer help and support while Kentish Road closed down! Communication has always been an important thing at Weston Court and all Carers have the Managers mobile phone number and can communicate with her through texts at any time. This has always been a very important part of the Ethos of the Service. Why is it that the Private Providers of Respite and Day services have communications that work and we are able to get through to them whereas the council do not have any easy path of communication and hold us all at "arms length". I do understand about the need to be "professional" but the clientele do not! Parents are being put in an unimaginably difficult position for this so called "Consultation". We are having to deal with the day to day difficulties of life and being given "no choice at all" with the so called options! This came completely out of the blue and where are the figures to back it all up?”*

“Weston Court have friendly and very helpful staff who have great awareness of individual need and likes and dislikes.”

“My daughter is happy at Rose Road and would not like other places.”

*“I feel opening Weston Court would have a big impact on my son. He enjoys staying at respite there. In his ** it gives him a chance to socialise with other young people his age. It's a safe environment for him. Gives him a needed break away from his parents to make him become independent. Gives parents a much needed break too. Also it is local to his address and if he ** mum could easily get to Weston Court. ** Also, i feel he has been very well cared for there in a safe and secure environment.”*

*“I don't think this will affect our family as unfortunately our daughter is incredibly medically complex, with ** and is fully funded at Rose Road by NHS.”*

“No impact at all as long as we still get number of allocated nights.”

*“My son ** has attended the rose road respite since he was **.And ** has very complex needs.Also many of the staff know **.Also ** considers the rose road respite as his second home. ** would be very distressed to move.And very upset with change. ** has been to kentish house before not had a good experience and not met his needs . Also my daughter ** is on the list for respite .**.And doesn't like change. They both attend rose road association for outreach. So i feel strongly about moving them .**”*

*“Weston Court respite is managed so well, I don't know why SCC would want to take it back over. You didn't want to run it before but now you are financially in debt you want to ruin all our lives. Our daughter has been with ** at respite for ** and we all feel safe knowing whose looking after us and if you take it over ** will not go as she doesn't like change I don't think you have looked at the bigger picture as some clients don't like change. If you take it on there will be different staff and then they will go off sick and you will have to pay them and get cover when they client wont know. If you could put yourselves in our shoes you wouldn't want it. Also opening Kentish Road to clients from Rose Road no one would be able to get respite as there is not enough spaces.”*

*“I want to stay at Weston Court with ** in charge. I like her and the other staff. I don't understand all these happy and sad faces and making decisions. I just want Weston Court to stay the same as it is.”*

*“Weston Court respite service run by Way Ahead has been a first class service for our **daughter. The management and care of staff in an intimate caring environment is second to none. Our daughter ** will not cope in a large unit. She went to Kentish road years ago and her behaviour became very challenging and she had to stop. ** is so settled at Weston Court . It works so well. I implore SCC considers how removing this wonderful service at Weston Court will impact our vulnerable adults and their parents/carers. Even more so if Weston Court is closed. Please consider keeping Weston Court as it is and definitely keep it open so our vulnerable adults continue receiving a more intimate service challenging, cope with and enjoy.”*

*“** has attended Rose Road since a young child, her behaviour & complex needs have increased as a young adult. She struggles with transitions and change. She needs one to one care during the day and night, where she is up most nights. Without Rose road, the staff, ** would has been taken into care, because we would have not coped. To remove ** from what she knows and feels like home to her, would effect her greatly!”*

*“My daughter only has been at Rose road in the past, we have booked at other respite places, none of them suited her needs than Rose Road. Rose Road is just note respite to my daughter it is also like family. My daughter has ** she would be very unsettled if you take rose rad away from her. My heart says save Rose Road and let them stay.”*

“Our son currently attends Weston Court who have built up a strong bond and familiarity with him, which he needs due to his complex needs, he does not cope well with instability and constant change which is an occurrence at Kentish Road with the revolving door effect of part time/agency staff. We have been made aware that Kentish Road do not offer valuable enrichment to the service users there, at Weston Court they go out into the community often, providing skills to the service users and showing they have passion to increase the mental wellness of the individuals in their care. If Kentish Road is the only provision we are aware there will be a battle to get the day/nights needed due to the massive increase of service users and this will exponentially grow with more children with SEN needs being identified. Our preferred option would be for the council to find a way to keep Weston Court open in its current guise as we feel for the small amount of saving to the council it would bring, the upheaval and distress to multiple service users and carers (most of whom are parents) would be immense and it is being disregarded.”

“Our Daughter currently attends Weston Court, this was after attempting to use Kentish Road. There were many visits to Kentish Road, however our Daughter was unable to settle, and actively pushed against attending - This was a combination of the setting, and the general feel for her. We also had reservations as the multi use building was not homely, there was no clarity on what the service users would do in their stay, It didn't feel person centric which our Daughter needs. It was a distressing time, as we very much needed the respite, but were unable to use the nights allocated to us. We therefore eventually visited Western Court and thankfully were met with a totally different experience. The Team were welcoming, provided a very good overview of how stays would operate, they asked us about our Daughters needs and over a few visits built up a strong bond. The consistency of the team means we know they are able to meet her variable and complex needs. Our Daughter needs stability and consistency and does not cope well with instability and constant change which appears to be an occurrence at Kentish Road with the use of part time/agency staff, and if Kentish Road becomes bigger this would likely become more prevalent. At Weston Court run by the external provider they go out into the community often, provide home skills to the service users and showing they have passion to increase the mental wellness of the individuals in their care. They provide the opportunity for the service users to meet other users during events, and this means we do not worry about "who" is staying at the chosen time, as they have a wider awareness of each other. It is wrong for the city to have a single choice of facility which caters for all, with users aged between 18 to 60 this is unfair to service users, with a wide level of differing needs. The building is large and does not offer the pseudo home environment that Weston Court provides with calm outside space on the doorstep. Our preferred option would be for the council to find a way to keep Weston Court open using the current providers. The fact this is not an option feels incorrect as we feel for the "small amount" of saving to the council it would bring, the upheaval and distress to multiple service users and carer givers (most of whom are parents) would be huge and it is being disregarded.”

“The two questions above are impossible to answer accurately with the very limited information provided about how the two proposed options will be run, along with their potential effects on service users. The whole process so far has been very ineffectively managed. Carers are currently in limbo, unable to book respite after March and with no information on how future booking will work or where respite will occur. Learning disabled adults need a great deal of preparation for change and can be set back both mentally and physically if their needs are inappropriately met. It is NOT respite if the damage caused by a bad experience greatly outweighs a brief rest from caring and causes future anxiety for both carer and cared for. The timeframe for the proposed changes is unworkable as each cared for person will need a new assessment of need and several visits to potentially new setting(s) with different personnel to get used to. That also assumes that the respite environment (a combination of facilities, ethos, staffing team, noise and activity level) is suitable which may not be the case especially with Option 2 where there is no choice of setting. If the consultation report is only presented to committee in late January, it is not feasible to restructure staffing and buildings, create a new booking system and make it available to carers, conduct reviews and new assessments of need for the service users, organise familiarity visits etc. by the 1st of April when the booking moratorium is allegedly to be lifted. Organising respite for vulnerable people is not just a numbers game of providing enough beds. Respite needs forethought and a great deal of planning around each individual if it is to work.”

*“We are concerned that both options will not provide the same level of secure accommodation that is provided at Rose Road. Although our daughter is not classed as having complex needs she needs one to one care, often wakes at night and takes daily medication ** Will there be suitable laundry facilities as there are at Rose Road.”*

*“As a parent/carer of a daughter with **, I am very worried about the proposed changes. My daughter doesn't have a lot of speech and her mobility is poor, I feel she will be lost at the bigger service. This would cause a lot of anxiety to us as carers/parents and also to my daughter, the service use, which in itself defeats the object of respite. When my daughter is at Weston Court, I can relax knowing that she is happy and being cared for by the excellent staff who go above and beyond what is expected.”*

“I have not seen any previous consultations regarding these proposals. As a carer I have not provided any feedback to indicate that i would prefer SCC to be the sole provider for respite care. If SCC became the sole provider for this necessary and important service we are denied our right to make a choice. As a carer, I have not been provided with costings and how SCC will save money. Where is there proof of how SCC will save money to support these proposals. I cannot see how a private run business can be more expensive than SCC who overheads must be considerably higher. Has SCC taken into account the impact this will all have on the individuals who attend the respite services and their carers. SCC imply that they want to meet the needs for overnight respite in the future. With the increase of vulnerable people needing this service, surely SCC should be increasing the capacity and not be looking to cut services.”

“Rose road has been providing respite for our son for over 20 years and any change to this routine will have a very negative impact on him. Our son needs one to one care.”

“As a parent/carer and the user (person in need of respite), we fear bringing about changes to Weston court respite would be detrimental to our health and well being. We have used other respite before inc Kentish Road which caused chronic distress, provided no rest but left us with more to manage because client user's needs specific and sensitive. Kentish Road had too many mixed needs, with severe challenging behaviours. The client user could not cope. The only place (staff and atmosphere and organised service that is suitable) is Weston Court. The manager and staff all work attentively and personally to ensure they provide a calm, organised, non disruptive environment. The fact it has 3 bedrooms makes it ideal. The current staff work efficiently + effectively bringing true rest and assurance to clients specific needs and rest for both carer's and the client, what is being proposed lacks details and assurances.”

“My suggestion as to Weston court and Kentish as they are one. Do not work at present.”

“My son likes it to be calm and at Weston court he has that. I have a peace of mind. It is a family from because the workers treat my son as their own.”

“I am concerned that this is going to be an exercise that ignores the rights of my young adult to have a safe and consistent environment and that his well being and my ability to care for him will be greatly impacted.”

*“** Doesn't have a lot of respite now and maybe 2 to 3 nights per month and a maximum of 30 per years. They are always single nights not really a great impact if he remained at Rose road.”*

We use kentish road and want to continue using this. Very happy with this. What about using Weston Court for emergency use when there's no beds available at Kentish road.”

“Receiving this letter with a proposal for changes, came as a shock to us. Why change something that works so well. Is required and needed? It does not appear to be for clients best interest. The letter mentions that the council aims to improve the overnight respite often, yet the proposed options seem to contradict this goal. Weston court provides outstanding level of care for both young people building strong trust and meaningful relationships with both the families and the individuals they serve. The relationships as well as the quality of care, are invaluable and irreplaceable. It's incredibly difficult to find a place that provides such effective support. For my son, his stays at Weston Court are something he eagerly looks forward to; they are essential for his social engagement and happiness, he feels settled, welcomed and fulfilled during his stays, thanks to the exceptional work of the weston court team. The thought of losing them this invaluable service is distressing, and I cannot imagine any other option providing the same level of care, connection and trust.”

*As far as we are concerned, we think it might have a fairly negative impact on **, he is ** years old and has been going to Rose Road for ** years. He has currently ** nights of respite a year. ** is physically able but has a mental age of ** years old. He requires help with dressing, washing, shaving and toiletries. He is unable to prepare foods or drink and ill not ask either. We, as ** parents and carers have peace of mind when he is in respite at Rose Road as we now he is well looked after and cared for. He looks forward going to Rose road and is very happy there.”*

*“We have worked very closely with children's and adult social care to get my son to a point of accepting respite, where he presents as safe and well managed by the permanent staff who have worked hard with us and ** to provide a nurturing environment. We are aware as a community that Kentish road operate lots of agency staff which creates anxiety with the complex needs' family. When you rely heavily on communication having a high turnover of agency staff, who do not always possess the skills and knowledge to effectively support complex needs this create an unbalance within the client group, this will include a high level of complaints in the future. The staff at Weston court have worked tirelessly to create safe relationships and understanding of the young people there, they have a high level of consistent staffing, there has been a need for agency staff, they have proved time and time again they are the clients 2nd family. Weston court is a small unit which proves invaluable when working with the complex needs of young people, they provide outstanding levels of care and support working strongly alongside human rights and recognising each individuals eligibility elements under the care act 2014. We are aware Kentish road is an adult unit, however we also aware that it is a mixed age, which can prove challenging when the needs are so broad, Weston Court is roughly a more rigid age group but their needs are very similar and capacity is consistent which makes a safer and more manageable environment. Kentish road is a large unit, for a lot of Weston Court this is going to be detrimental to their progress and mental health, this will also mean their challenging behaviour may increase meaning Kentish road will need to increase in staff to manage this, including having good access to support services to manage escalation of aggression and violence, it would be impertinent to share with families how Kentish Road will manage and respond to challenging behaviour of their clients, when they see such high levels of agency staff who are not Southampton Council trained, including in de-escalation and escalation procedures. A lot of clients struggle with change and unfamiliar people and environments, whilst life is full of change, it is social cares responsibility to safeguarding these concerns and provide up to date mental capacity assessments prior to any life changing decisions made without our consent. Losing Weston court (as it is) is going to be distressing to lots of families, this has been an invaluable service, we are aware that many other services are not going to provide the same level of care.”*

"I disagree because if my daughter is made to move from rose road she will find it extremely difficult and she will then present challenging behaviour. She cannot communicate and doesn't understand what is being said to her so I cannot explain changes to her so then she hits out at those around her when she isn't happy about changes."

*"Neither option is ideal. The only option to suit our needs is Option 3 to keep Weston Court as it is, run by Way Ahead. I can't find that option!!! My daughter is not at all happy about the 2 options! She got very angry when I told her about the Kentish Road only option and said "me not go there" (actually shouted it)! She is not happy with the potential change of provider in option 1 and I am not sure that we will convince her to go to Respite any more! It is all causing intense emotional distress for the whole family. If option 2 is chosen by the Council then my daughter will no longer have Respite. As a Carer who is now over ** I don't know if I will be able to cope with no Respite. I would like to know what has happened to choice? A big thing has been made of people like my daughter having the choice to do things they want to, also to be able to choose going to Council run provisions or Private! It would seem that choice is at the whim of the local authority!"*

"A respite service must be available on the East side of Southampton. Where there is a Day Service provision on the Eastern side of Southampton, if midweek respite day(S) is taken it will be very difficult with the road and traffic situation in Southampton, to get to and from Kentish Road in a timely manner. Currently, WC will transport individuals to and from a Day Service provision following their overnight stays, will SCC be doing the same?"

"As stated before."

*"Yes i disagree. Just do not move **and ** .Have already expressed reasons why **"*

"Weston Court needs to stay the same or more beds but we don't want SCC running it as we love the way it's run with WAYAHEAD and don't know why you have to change all the clients respite to anything else that will have a negative impact on them. At least the carers we get are never off sick which SCC will be off and get paid for it!! Also no way will I have any carers come and sleep in my our house!!"

"If Weston Court closes and all users go to Kentish it may not be as easy to get the dates as needed for stays if more are using the place."

*"Rose road is essential to us as a family and**, with staff who know her behaviours etc. With her needs, **needs the right carers who understand her."*

"I feel safe with my daughter going to Rose road, me and family would be unsettled if she went somewhere else. I'm asking you please do not take the safe net for our children."

*"Again there is not enough information to make an informed response. Option Two gives no choice of setting. One size very definitely does not fit all when dealing with people with complex needs. Option One is thus slightly preferable but it should be stressed that a suitable environment also depends on the physical layout of the setting, the behaviour of other service users, the ethos of the team running the setting and the skill level and detailed knowledge about a person's needs that the staff on duty have. My son has ** and he cannot cope with a noisy, busy environment. In his case he refused point blank to enter Kentish Rd as a building and found Rose Rd too busy and noisy. Carers have been told that cost is a driving factor but no costings have been made publicly available. At the consultation meeting on 27/11 SCC staff informed the meeting that by taking over the running of Weston Court £400,000 would be saved, but were unable to say how. The total cost at Weston Court this year should be around £253,530 so it is difficult to see how this saving comes about on the information provided. I can only discuss the environment at Weston Court with any authority but I can say that the current external providers have provided a superb respite service there. All the staff know how to support service users well and provide a calm, quiet environment where anxious adults have been able to make friends. It is clear that staff retention is good and that staff respect their team leaders. I hope that Way Ahead has been given the opportunity to discuss where savings can be made, as if no significant saving per person per night can be made it is hard to justify losing their expertise. So far, with the very limited information provided, carers cannot make an informed choice about the options, cannot see clear financial justification for the changes, know nothing about how any change will be managed so they can minimise the impact on their loved ones, don't know if what will be provided will be suitable anyway and cannot book respite after March. The whole consultation process with the alleged time scales for change are farcical so far and make a mockery of the idea that respite is supposed to support people with a caring role. Better communication between interested parties with realistic time scales for changes to be made is desperately needed as the process moves forward."*

*"I like a happy face. I want Weston Court to be run by **I definitely do not want to go back to Kentish Road. How will they increase beds at Weston Court?"*

"As well as the previous comments in question 1, one of the main reasons why Weston Court works extremely well is that it is a small unit which proves invaluable when working with young adults with complex needs, they provide outstanding levels of care and support working closely alongside Human Rights and recognising each individual's eligibility elements under the Care Act 2014. Kentish Road is a large unit, for a lot Western Court service users this is going to be detrimental to their progress and mental health. A lot of service users struggle with change and unfamiliar people and environments, whilst life is full of challenges and change, it is social care's responsibility to safeguard these concerns and provide up to date mental capacity assessments prior to any life changing decisions made without our consent. Out of the two options provided, option 1 would be preferable to option 2 due to the fact it would still be at Weston Court but we would need assurances that a TUPE option would be available to minimise disruption of rotating/agency staff, and even then there is no guarantee that the staff would chose to stay on when their manager has been released for a council member of staff that oversees Kentish Road and Weston Court." Warehousing the service users into Kentish Road and leaving Carers with only one option for respite is wrong. It will lead to family breakdowns and will in the end cost Social Care a lot more."

"We would like to use Kentish Road as it is familiar (our loved one used to stay there before the council closed it), and the location is good for us as it is near home. However, other people may wish to use Weston Court for similar reasons. We are concerned whether Kentish Road is able to offer the level of medical care that Rose Road provides."

"Each service user should be assessed individually. What is there criteria for a service user being allowed to stay at Rose Road?Our daughter loves going to Rose Road and we feel we can relax knowing she is safe at Rose Road."

"I would much prefer to have weston court left as it is. It works well for the adults who use it. The small friendly, family atmosphere at Weston Court suits the service users who find the larger centre overwhelming. I don't understand why you would change something that is working well."

"I strongly disagree with the proposed options. Weston court provides a small scale family like environment with continuity as staff who understand the needs of all their clients. It is a very calm and happy place which is virtual for our vulnerable adults who struggle with busy environments due to their sensory needs. If SCC became the registered provider at Weston Court, I firmly believe this would have a very negative impact on everyone who attends. I believe that different staff and agency staff will be used to oversee the respite care and will not provide continuity to those who attend anyone who has any knowledge eg the needs of vulnerable adults who attend Weston Court will surely understand how change affects them. They all need to build relationships and be able to trust people who look after them. The staff at Weston court go above and beyond all expectations. If Weston Court is closed as per option 2, what choice will there be. If Kentish road increases it's capacity of beds, it will not be suitable for many of our vulnerable adults."

*"Our son has complex needs and one to one with Rose road. They have been providing him for over ** years."*

"Please give the option to keep things as they are. Many of the parents/carer's and client users are concerned of the negative impacts any of the proposed changes will bring. Why change something that works so well and which is not available elsewhere and that is greatly needed, according to client's user's specific sensitive needs?"

"Ratios staff: service users should not change at either centre (day and night) so extra staff will be required if there were to be more service users. Also, will this mean there will be more service users with more difficult needs going to kentish road + weston this requiring more input from staff."

"Feel my sons complex needs are best met by current provisions it would be very difficult for him to change setting."

*"I would like ** to stay at Rose Road for the small amount of respite that he has now I can't see that will really impact on your proposals."*

"We are happy using Kentish Road, but by closing Weston Court will there be enough beds for everyone, will they need to make more space to accommodate everyone and more staff?"

"I would like to express my strong concern about the proposed changes and urge you to reconsider and keep things as they are. The negative impact of these changes would be devastating for young people and families like ours. My son is highly sensitive and vulnerable to noise, and only a calm, peaceful environment works for him. Weston Court provides a home-from-home atmosphere, thanks to the expectational dedication of the team, who work facelessly to meet his complex needs. Their attentive care has made a significant difference in his well being. We had the opportunity to visit Kentish road respite, but my son found it unappealing, describing it as "too boring" and "too noisy" and stating he would not go there. For us, losing Weston Court would not only disrupt his stability but also place unnecessary stress and strain on our family's health and well being. I sincerely urge you to consider the profound impact this decision would have on families like ours and to preserve the invaluable service Weston Court provides."

*"We do not agree with both options as we feel they would be disruptive for ** and a concern to us. Why change anything when everything is going so well for **at Rose road. Why not apply the changes of respite provisions to newcomers? Maybe suggest a test respite visit at Kentish Road. We are still open minded and have suggested a visit of the facilities at Kentish road and Weston court."*

- Carers asked if the upstairs of Kentish Road is to be used more often. If so a lift may need to be installed for those with mobility issues. Beccie confirmed that there is no intention to install a lift at the present time.
- Carers were concerned about the process and safety of dispensing controlled drugs at Kentish Road referring to a recent incident involving one of the carer's children. ** confirmed that for controlled drugs 2 people should always be present. She advised that **, Registered Manager, is following up this specific concern.
- Carers questioned how either option would be staffed and what the training would be. There was also a question about training for agency staff.
- Carers expressed a strong objection to closing Weston Court as it is popular and even the Council has stated that demand is due to increase and reducing resources seems to be in opposition to that need.
- Carers felt that a service on each side of the city was needed.
- Carers are in favour of a solution that would provide more bed days
- Carers would also appreciate a clearer booking system which provided a fair offer for all carers. Officers suggested that a group could be set up to co-produce what this should look like.
- Some Carers are unhappy about their current allocation and feel that the current Carers assessment is not fit for purpose.
- Carers expressed and acknowledged that the allocation of resources is a complex process.
- Carers requested that the option for adding another emergency bed be investigated and included if feasible
- Carers raised that those directly affected by any changes will need to be helped through the options, results, and changes.
- Carers asked for clarification what defines 'complex'. ** clarified those that need specific medical specialist support to meet their needs.
- Carers stated they felt the 'mental capacity' & 'behaviours' of individuals should be considered and felt this was equally 'complex' as physical/health complexities.
- Individuals' epilepsy presentation was felt should also be seen as 'complex'
- Who decides who should move from RR to KR/WC ?
- Who would be involved in the decision process? Would carers be involved?
- Carers stated that their cared for in many cases had been attending Rose Road for many years, had built up rapport with staff that knew them extremely well, understood their 'complexities' and regarded Rose Road as a second family.
- Carers felt Rose Road was a safe place that gave them peace of mind to leave their cared for person there and be able to relax and enjoy their much-needed respite.
- Is there any plan to reduce night allocations? Officers confirmed this was not the plan.
- Concern about capacity if WC closed.
- Concern some carers may either reduce nights requested or pull away completely rather than move to a new site.
- Why can't individuals stay at current site with new referrals going to KR or WC? Could the transition be done more on a case by case basis, e.g. some families may want to move, others may not
- Will all individuals have a review prior to any move, if so, will there be capacity to do this within the LD team as reviews have not been carried out and a number overdue.
- Concerns raised regarding lack of consistency, contact and communication between carers and the LD team currently.
- Taking account of the above, how will reviews and transitions be completed and supported and move to KR/WC?
- Carers feel they need to be heard and supported, unless you live our lives, you can't really understand our worries and concerns. We need to feel heard.
- Some carers have no knowledge of KR/WC so it is hard to know what each option really mean.
- Some carers verbalised experiences of other services over the years and the thought of moving their cared for person fills them with dread.
- Concern about the timeframe, will this change happen on the 31st March and some individuals be expected to move to new site from 1st April 25? It was noted that change will be difficult for the cared for person and the length of transition period needs to take this into consideration.
- The importance of maintaining friendship groups for the cared for person was also highlighted.
- How accessible is Kentish Road for individuals with mobility issues.
- Concern this is just a paper exercise.
- Trust is paramount to carers who are feeling stressed, how will this be achieved.
- Asked how many surveys had been completed (21 so far), carers stated they were waiting to attend the meetings before filling in their surveys (paper copies handed to some present, ** offered to send the on-line link directly to anyone that would like it in addition to what people have received so far)
- Some carers asked for an explanation regarding difference between ASC & Heath funding, why does that matter.
- Will those individuals who may need to transfer from Rose Road be given priority for an assessment rather than be placed on the Allocations list, stating some have been on the list and waiting for many months.
- Is there a process to understand future needs for respite and will there be an influx that may reduce ability to meet current user's needs.
- One carer gave her experience of her journey with her cared for person, transferring from Rose Road to Kentish Road, stating although she was reluctant for change at first, it had proved a positive experience and her cared for person had flourished, so change is not always a bad thing.
- Could carers visit Kentish Road/Weston court as they have no knowledge of either.
- If a carer visits either site but did not feel it would meet their cared for needs, would they be able to say no to the move.
- Will current staff at the other sites be transferred over (TUPE) to maintain continuity of care and familiarity for individuals.

- Carers felt this had been thrust upon them suddenly without any warning.
- The original letter said that there had been previous feedback from carers saying that they wanted the Council to provide respite. Carers queried where this had come from. DC explained that this related to the previous Kentish Road consultation. ** explained that the letter and survey along with the face-to-face meetings, is the current consultation with the consultation closing on 16th December.
- Some carers felt this was not long enough, saying that a number of people had not completed the surveys because until attending one of the meetings they felt they didn't understand what they were being asked to comment on.
- The following comments were made about the current service at Weston Court:
 - Carers felt it offered an excellent service, a home from home.
 - Staff are caring and understand their loved ones and the carers and are flexible in how they work with families.
 - Staff are consistent, never off sick, and there are never any agency staff used.
 - It was stated that Way Ahead staff transport individuals to/from the service to either Day services or to/from home addresses for some people.
 - It was stated that the service invite friends of those staying at the service over for tea, which makes it feel like home.
 - it supports the involvement of other services, health, Physio's etc and refer individuals for other support. ** explained that this was the same at other services and part of normal practice and not unique to Weston Court.
- The following concerns/queries were raised about the Council's direct service provision at Kentish Road:
 - Carers asked if Kentish Road regularly use Agency staff.
 - Some carers stated there loved one had tried Kentish Road but did not like it and refused to go there or that they had had a bad experience there and would therefore not want their cared for person to go back. There was therefore a concern that if Weston court closed carers could potentially be left without respite provision.
 - Concern raised by one carer regarding a Medication error for their loved one when they attended Kentish Road, confirmed this was some years ago.
 - Concerns over capacity at Kentish Road to meet carer needs.
 - Concern that weekend availability would be much reduced if everyone had to use Kentish Road.
- Kentish Road carers present voiced how they find Kentish Road to be a good service, with good staff and management.
- Some carers voiced concern that Care packages would be reduced as part of the assessment process if Weston Court were to close.
- Concerns over age profile and friendship groups not being maintained.
- One carer felt that closing Weston Court would be 'warehousing' everyone into one building and this was not choice for carers.
- Carers felt that keeping Weston Court provided a smaller unit for those who struggle with being around larger groups of people and allowed for a more individualised service.
- One carer raised concerns that they would be expected to have a "sitting" service rather than overnight respite in future. ** explained that the proposals are not about changing people's allocation of overnight residential respite. This will remain. Sitting services are however being developed as part of a broader offer of respite options for those that would like this type of support as some carers did want more flexibility and greater choice to meet a range of circumstances. A menu of options would become available for carers to pick from. Nobody would be forced into a particular option.
- There were also concerns over the timescales for proper transition if an individual did have to move should Weston Court close. ** outlined how the transition process works, and that it would be different for each individual and the timescale could be different for each person.
- Concerns were raised about SCC communication. Communication between carers and SCC staff was an issue, carers unable to contact social workers, up to date assessments had not been carried out.
- Communication during the COVID Pandemic was raised also, with contact numbers either not being answered or phone lines not working. There was a sense that SCC services had 'closed down' during the pandemic, whilst Weston Court maintained contact throughout. ** said that this wasn't the case and outlined the support provided by in-house day services to carers, e.g. shopping, medication and prescription pickup, provision of hot meals to those on their own, activity packs, Zoom sessions, weekly calls to check-in on carers. Staff from Kentish Road had to be reallocated to cover other frontline services, such as Holcroft House.
- There was a strong feeling that there is a need for a service on both sides of the city.
- Some carers wanted to know how the costs had been calculated and what the cost of each service compared. Have Way Ahead been giving the opportunity to look at reducing their costs? One carer asked why ** had not been invited to the meeting as the meeting was specifically about Weston Court. Officers explained that this was a carers meeting and that separate meetings were being held with the provider, Way Ahead.
- Capacity within the ASC LD team was raised as a potential concern and whether other people would be "deprioritised" as a result of the need to review people affected by the proposals
- There was a question as to whether Staff from Way Ahead would remain if Way Ahead are no longer the provider. Officers explained that TUPE would apply and that would form part of the contractual discussions with the provider and individual staff members. It would be a personal decision for each staff member.
- It was queried whether staff costs would be higher if Way Ahead staff transfer onto SCC T&C's and wouldn't this make it more costly for SCC to run the service? Officers confirmed that under TUPE staff transfer on their existing terms and conditions.
- Concern that bookings have been paused until 31/03/25 which is causing carer stress. A concern that there will be a rush come the end of March with everyone trying to book in at Kentish Road if the decision is to close Weston court. Officers agreed that they would take this back and committed to sending out further information on timescales and bookings.
- Carers asked when will the decision be made and when will they be told. ** explained that the consultation closes 16/12/24, a report will be written to include carer feedback from the survey and the meetings. The paper will go to Cabinet in January 2025.

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Agenda Item 14

Appendix 2

Appendix 2

Non-financial Options Appraisal

The table below presents the non-financial pros and cons of each of the two Options consulted upon taking on board the feedback from the consultation. It also includes the "Continue with current model" option which would still necessitate a procurement.

Option	Pros	Cons
Continue with current model – although this will require procurement of external services	<p>Maintains status quo in terms of venue – least disruption for service users</p> <p>Enables existing providers to bid for and secure services if they demonstrate the most economically advantageous tender in the market</p> <p>Maintains positive relationships with current providers</p>	<p>Does not provide sufficient capacity to meet estimated forecast increases in demand in future years.</p> <p>Is not a cost-effective model and the Council needs to deliver efficiencies to operate within the resources available.</p> <p>Could very well still necessitate a change in provider thereby impacting providers and service users in the same way as Option 1</p>
Consultation Option 1: Expand Kentish Road and deliver the majority of overnight respite from a single service operating across two sites, Kentish Road and Weston Court.	<p>More effective use of Council owned assets and resources – as making full use of both premises</p> <p>Maintains client choice by offering two sites</p> <p>Better access for carers and avoids increased travel costs as a result of maintaining a site on the East and a site on the West</p> <p>Provides for an increase in capacity to meet future demand</p> <p>Less disruption (than Option 2) for service users and carers currently using Kentish Road and Weston Court</p> <p>Ability to flex use of the two sites to meet a range of different needs, e.g. Weston Court could be used more for those people who need a quieter environment</p> <p>A single provider would bring parity across processes such as bookings, allocations, use of weekends, allocation of travel and application of Least Restrictive Practice principles etc</p>	<p>Providing the whole service in house could potentially destabilise some providers in the market</p> <p>Some people using Rose Road (approx. 11) would be required to move to Kentish Road or Weston Court resulting in disruption, potential emotional distress from loss of stable relationships with and confidence in staff, destabilisation of established friendships and a move to an unfamiliar environment (as outlined in consultation feedback)</p> <p>Providing the whole service in house would mean that clients and carers using Weston Court will see a change in management of their service and potentially changes in staff (depending on whether or not staff decide to TUPE across) which for some could be very stressful and may prevent them from feeling able to take a break from caring (as outlined in consultation feedback)</p>
Consultation Option 2: Expand Kentish Road and deliver the majority of overnight respite from one main site, i.e. Kentish Road and cease provision at Weston Court	<p>More effective use of Council owned assets and resources</p> <p>A single provider would bring parity across processes such as bookings, allocations, use of weekends, allocation of travel etc</p>	<p>Would significantly reduce choice – there would be only 1 site to choose from</p> <p>Access for carers living on the East of the City could be significantly impacted as a result of the closure of Weston Court, their cared for individuals would have further to travel which could be distressing and travel costs will increase.</p>

		<p>Choice of when respite is available would also be impacted as there would be less opportunity to accommodate requests for peak times, e.g. weekends and school holiday periods</p> <p>Risk of not meeting demand in future years if people don't take advantage of wider options or demand increases more than expected thereby necessitating the purchase of additional capacity from the external market at potentially higher costs</p> <p>Potentially destabilises some providers in the market as a result of taking services in-house, which in turn could increase costs for other provision</p> <p>Significant disruption for a large number of families (around 40) having to move from one site to another, along with the associated emotional distress of an unfamiliar environment and a potential change in trusted staff – for some this could result in them opting not to take a break from caring, putting further pressure on carers - as outlined in the consultation feedback</p> <p>Logistical complexity and resource required to review and transition around 40 people would be significant</p> <p>Offers less flexibility to cater for different types of need as all respite would be provided in the same building – as outlined in the consultation feedback. Some people could be severely impacted from being in a too large and busy environment mixing with others with a wide range of needs and ages.</p>
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In addition to the above options and owing to the opposition from carers to bringing all residential respite in-house, consideration has also been given to a mixed provider option which would be a variation of Option 1. Under this option (Option 3) Kentish Road would still be expanded and the majority of overnight respite would still be delivered from there and Weston Court; but each site would be managed by a different provider: Kentish Road by the Council and Weston Court by an external provider.

The non-financial pros and cons of this option are shown below:

Option	Pros	Cons
<p>Option 3 - Variation on Option 1: Kentish Road would still be expanded and the majority of overnight respite would still be delivered from there and Weston Court; but Kentish Road would be delivered by the</p>	<p>Offers all the same benefits as Option 1 in terms of fully using Council assets, providing for future growth in demand and enabling choice, with the exception of the benefits of consistency and parity of having a single provider</p>	<p>Would have the same disadvantages as option 1 for those clients currently using Rose Road</p> <p>Offers the Council little control over future uplift requests in relation to the Weston Court service unless explicitly limited within the</p>

<p>Council and Weston Court by an external provider.</p>	<p>Potentially less disruption for Weston Court clients – if the provider does not change, although this cannot be guaranteed</p> <p>Potentially enables a more collaborative arrangement between the Council and an external provider</p>	<p>procurement and contractual arrangement</p> <p>A change in provider for Weston Court clients may be the outcome of this option anyway in which case the disadvantages perceived under Option 1 in relation to this would be the same for this option</p>	
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Document is Confidential

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Equality and Safety Impact Assessment

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

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

Name or Brief Description of Proposal	Overnight Residential Respite Reprovision – Option 1: Expand Kentish Road and deliver the majority of overnight respite from a single service operating across two sites, Kentish Road and Weston Court
Brief Service Profile (including number of customers)	
<p>The current contracts for overnight residential respite are due to come to an end on 31 March 2025. This includes the residential respite service delivered by Way Ahead at Weston Court (a 3-bedded unit in a building owned by the Council) and the Rose Road residential respite service for children and adults. There is therefore a need to review what these services should look like and how they are provided in future.</p> <p>Southampton currently has a mixed model of overnight respite provision. This includes its own in-house provision at Kentish Road (with capacity to deliver 1,800 nights a year which includes an emergency bed) as well as two external contracts: one with Way Ahead Leisure Pursuits who provide a 3-bedded service in the Council’s property Weston Court (commissioned to deliver 810 nights a year) and the other with the Rose Road Association (commissioned to deliver 781 nights a year for adults and 930 nights a year for children). There are currently around 28 adult social care clients using Weston Court, 20 using Rose Road and 35 using Kentish Road (these figures will fluctuate throughout the year as new clients start respite or existing clients cease).</p> <p>The recommendation is to reconfigure the overnight residential respite offer for adults, by expanding Kentish Road and delivering the majority of overnight respite as a single service operating across two sites, Kentish Road and Weston Court. This would increase the number of beds at Kentish Road from 4 (plus one emergency) to 6 (plus one emergency). It would also involve fully utilising all 3 beds at Weston Court (currently commissioned at 74% utilisation). This option would deliver 10 beds in total (9+1 emergency) across two sites with capacity for 3600 nights per annum. The recommendation is that the council would be the Registered Provider for both sites delivering the majority of residential respite in-house within its direct care services and only commissioning residential overnight respite from external providers for those adults with more complex needs</p>	

requiring higher core staffing levels or staff skilled in undertaking more complex clinical tasks.

More complex clients are defined as those requiring nursing oversight e.g. because of unpredictable/unstable medical conditions, more complex delegatable tasks such as intramuscular and Intravenous injections, deep suction, or dosage which is not pre-packaged, /pre-determined. Generally these will be predominantly Continuing Healthcare (CHC) fully or part-funded clients.

This proposal makes no changes to children's overnight respite.

Summary of Impact and Issues

In summary, the recommendations would:

- Reconfigure the overnight residential respite offer for adults, by providing overnight respite for the majority of adult social care clients in-house at Kentish Road and Weston Court and commissioning overnight respite for more complex clients externally (Rose Road being the current provider) – see previous section for description of “more complex”
- Expand and maximise the use of Kentish Road, the Council's in-house offer (with the first floor being opened up to provide additional capacity). Kentish Road would be increased from a 4 bed (plus one emergency bed) service to a 6 bed (plus one emergency bed) service.
- Fully utilise the 3 bed capacity available at Weston Court
- See the contracts with Rose Road and Way Ahead cease and only recommission residential respite from external providers for adult clients with more complex needs that cannot be met at Kentish Road or Weston Court

These changes will impact all ASC clients currently using Kentish Road, Weston Court and Rose Road, approximately 83 clients.

The main impacts would be:

- For Rose Road non complex clients (estimated to be 11 currently) - would move to Kentish Road to receive their respite.
- For Weston Court clients - all 28 clients would continue to receive their respite at Weston Court but the Weston Court service would be managed and staffed by the Council as opposed to Way Ahead.
- For Kentish Road clients – would see an expansion of the service at Kentish Road, with an increase in the numbers of people using the service

Potential Positive Impacts

Operational Benefits:

- Opportunity to consolidate and right size the adult overnight respite provision, building additional capacity as needed to meet future growth in demand.
- Maximises the use of the Council's assets by making use of unutilised capacity at both Weston Court and Kentish Road
- Still maintains a choice of venue and access on both sides of the city (Weston Court on the East and Kentish Road on the West of the city)

- Having two sites provides flexibility in terms of meeting need/managing different client groups
 - Provides greater consistency of provision by having a single provider operating both sites. For example, a single provider would bring parity across processes such as bookings, allocations, use of weekends, allocation of travel etc.
 - Achieves efficiencies and savings in relation to adult respite care
- Strategic Benefits:**
- Continues to provide a residential overnight respite offer across the city – whilst the wider transformational changes being implemented through the Inclusive Lives tender will deliver a broader more flexible respite offer including more non-residential options, including Outreach Support, Social Wellbeing Support and non-residential overnights
- Reputational benefits:**
- The proposal would see the Council increase its commitment to deliver respite services at both sites.

Responsible Service Manager	
Date	29.12.24
Approved by Senior Manager	
Date	

Potential Impact

Impact Assessment	Details of Impact	Possible Solutions & Mitigating Actions
Age	<p>The proposals will impact adult clients 18 years and over and their carers, some of whom could be older people.</p> <p>Some of these will have been receiving their respite with the same provider for many years, some since childhood and so there could be a negative emotional and mental health impact in terms of the transition to a different venue with a different staff group, different surroundings and other clients (around 11 people would move from Rose Road to Kentish Road).</p>	<ul style="list-style-type: none"> • Ensure that any age-related care & support needs are stated in the Care act assessment and care plans for all those impacted. • Ensure that there is a detailed, person-centred transition plan for each person moving from one service to another and that sufficient time is planned in to allow people to get to know and become settled in their new provision. This will mean ensuring that

Impact Assessment	Details of Impact	Possible Solutions & Mitigating Actions
	<p>For people with learning disabilities, this transition, away from a service in which they have been settled, could be very difficult, exacerbating anxiety and challenging behaviour.</p> <p>The mental health of carers, many of whom will be older people, could also be negatively impacted, both by the move of their cared for person to a different, unknown setting (i.e affecting some Rose Road clients) as well as the change in service management and staffing for some carers. People will have built up trust and confidence with their current service. Some may have had negative experiences or difficulties settling their cared for person in another service in the past; and so this change is likely to create anxiety and distress for some people.</p> <p>52% of respondents to the consultation said that the changes would have a fairly or very negative impact on them.</p>	<p>each person is reviewed by an allocated social worker who will work with them and their carers to understand any concerns</p> <ul style="list-style-type: none"> • Wherever possible ensure that existing friend groups are maintained and supported. • Undertake a co-production exercise with the Carers Co-production Group and other carers impacted to design and implement quality standards and quality assurance processes for direct care services, defining what good looks like from the perspective of carers and their cared for persons • TUPE may mean that for some clients, there will be less change in carer • Additional staff will be recruited to ensure a full complement of core staff within Kentish Road, following a robust recruitment process in line with Skills for Care safe recruitment practices. • Where agency usage may be required, Kentish Road have a consistent pool of agency staff, some of whom have worked within the service since 2018.
Disability	<p>The proposals will impact adults with learning disabilities who are more likely to find change difficult and unsettling. Many of these adults will also have physical disabilities,</p>	<ul style="list-style-type: none"> • As above – Ensure that there is a detailed, person centred transition plan for each person moving from one service to

Impact Assessment	Details of Impact	Possible Solutions & Mitigating Actions
	<p>neurodiversity, mental health as well as complex medical conditions requiring multiple medications and clinical interventions e.g. feeding, respiratory. A change in service or change in management and staff team could therefore be a very worrying time for some people and their carers who have built trust and confidence in their current service. Behaviour problems may be exacerbated. Some carers may feel that they are unable to properly take a break from their caring duties if they are concerned about leaving them in an unknown service, thereby increasing physical and mental stress.</p> <p>It should be noted that a number of the carers will be older people, some with physical disabilities and/or mental health problems themselves and so the impact will be greater.</p> <p>52% of respondents to the consultation said that the changes would have a fairly or very negative impact on them.</p>	<p>another and that sufficient time is planned in to allow people to get to know and become settled in their new provision. This will mean ensuring that each person is reviewed by an allocated social worker who will work with them and their carers to understand any concerns</p> <ul style="list-style-type: none"> • The transition will be gradually managed with opportunities for the Rose Road clients who would move to get to know staff and visit premises beforehand. This can include short visits, lunch / tea visits or overnight stays, depending on the needs and wishes of the individual and their families. • Ensure that all clients are reviewed to ensure there is an up-to-date assessment of need and an opportunity to discuss with each client and their carers what is important to them along with any concerns. • Work with current service providers to ensure that the needs of each client are fully understood, ensuring that details regarding person centred care and support plans are shared to maintain a cohesive, consistent approach to care delivery. • Accessible language will be used to communicate

Impact Assessment	Details of Impact	Possible Solutions & Mitigating Actions
		<p>the changes to clients and their families/carers</p> <ul style="list-style-type: none"> • Advocacy support will be made available from The Advocacy People • Undertake a co-production exercise with the Carers Co-production Group and other carers impacted to design and implement quality standards and quality assurance processes for direct care services, defining what good looks like from the perspective of carers and their cared for persons • TUPE may mean that for some clients, there will be less change in carer • Kentish Road staff have a comprehensive training offer with all core staff having completed mandatory training in line with the national Care workforce pathway for adult social care. Staff training is reviewed on a regular basis and additional training is provided where appropriate to meet any specific health or communication needs. • Kentish Road staff are provided with regular and consistent supervision and PDR's to ensure they remain confident, skilled and competent within their roles. • Kentish Road has access to a range of care technology that can also be used to support the safe care of clients in the

Impact Assessment	Details of Impact	Possible Solutions & Mitigating Actions
		<p>least restrictive way. This includes video monitors in individual rooms, movement sensors, epilepsy sensors and falls alarms which also support people's independence, privacy and dignity.</p> <ul style="list-style-type: none"> • Where necessary and on the basis of assessed need, additional 1:1 staffing has been planned for and will be put in place. This will be reviewed on a regular basis to ensure safe and effective staffing levels. • Careful consideration will be given to client mix/compatibility
Gender Reassignment	No impacts identified	n/a
Care Experienced	Some clients may have experienced periods of being in care as children which could make the move more difficult.	<ul style="list-style-type: none"> • As above, each client will be reviewed to ensure that there is an up-to-date assessment of need and any concerns discussed. • Taking a personalised approach to all planning and transition will enable bespoke needs to be taken into account
Marriage and Civil Partnership	No impacts identified	n/a
Pregnancy and Maternity	No impacts identified	n/a
Race	Services users could come from a wider range of race related backgrounds and it is important that services continue to meet these needs	<ul style="list-style-type: none"> • Ensure that this detail is captured in the Care Act assessment where applicable to ensure care & support is offered appropriately. • All clients will have a person-centred care plan

Impact Assessment	Details of Impact	Possible Solutions & Mitigating Actions
		<p>where any specific needs and or preferences would be recorded.</p> <ul style="list-style-type: none"> • Kentish Road has a diverse staff team who are all required to ensure they complete regular mandatory training in relation to Equality, Diversity and Dignity in Care.
Religion or Belief	Services users could have a wide range of religions or beliefs.	<ul style="list-style-type: none"> • Ensure that this detail is captured in the Care Act assessment where applicable to ensure care & support is offered appropriately. • All individuals will have a care plan where any specific needs would be recorded. • All staff are required to ensure they complete regular mandatory training in relation to Equality, Dignity in Care and Diversity.
Sex	No impacts identified	n/a
Sexual Orientation	No impacts identified	n/a
Community Safety	No impacts identified	n/a
Poverty	No impacts identified	<ul style="list-style-type: none"> • n/a
Health & Wellbeing	<p>The proposals could impact on the health and wellbeing of clients as well as their carers.</p> <p>A change in service or change in management and staff team could result in distress for some people and their carers who have built trust and confidence in their current service. Rose Road clients could be affected negatively by moving to a strange and unfamiliar environment; away from</p>	<ul style="list-style-type: none"> • As above – Ensure that there is a detailed, person-centred transition plan for each person moving from one service to another and that sufficient time is planned in to allow people to get to know and become settled in their new provision. This will mean ensuring that each person

Impact Assessment	Details of Impact	Possible Solutions & Mitigating Actions
	<p>staff who know and understand them and have cared for them for many years.</p> <p>Behaviour problems may be exacerbated.</p> <p>Some carers may feel that they are unable to properly take a break from their caring duties if they are concerned/don't feel safe about leaving their cared for person in an unknown service, thereby increasing their levels of physical and mental stress.</p>	<p>is reviewed by an allocated social worker who will work with them and their carers to understand any concerns</p> <ul style="list-style-type: none"> • The transition will be gradually managed with opportunities for the Rose Road clients who would move to get to know staff and visit premises beforehand • Ensure that all clients are reviewed to ensure there is an up-to-date assessment of need and an opportunity to discuss with each client and their carers what is important to them along with any concerns. • Work with current service providers to ensure that the needs of each client are fully understood and that details of current care and support plans, including associated risk assessments and health management plans are shared to ensure continuity and consistency of care. • Accessible language will be used to communicate the changes to clients and their families/carers • Undertake a co-production exercise with the Carers Co-production Group and other carers impacted to design and implement quality standards and quality assurance processes for direct care services, defining what good looks like from the perspective

Impact Assessment	Details of Impact	Possible Solutions & Mitigating Actions
		of carers and their cared for persons
Other Significant Impacts		

Key Themes from the Consultation and the Council's Response

The table below summarises the key themes from the consultation feedback and the Council's response.

Theme	What we are doing/will do in response
<p>Concerns around the single site Option 2</p> <p>Carers raised significant concerns in relation to Option 2 (to expand Kentish Road and deliver most of the residential respite from this one site). The main concerns associated with this were:</p> <ul style="list-style-type: none"> - Loss of choice - Poor access and increased transport costs for people living on the East of the city - Reduced availability of respite at prime times, e.g. weekends, holidays, due to too many people using one service - Ability to meet future demand for respite - Loss of the option of a smaller more intimate service with a calmer environment - The ability of one provision to meet everyone's needs - one size does not fit all 	<p>We are recommending that Option 2 is not progressed.</p>
<p>Service Quality and Service User Experience</p> <p>Carers highlighted the importance of having services which are provided in a "personalised", "caring and intimate", "family from home", "flexible" way. Good communication was cited as particularly important. Many highlighted that they were concerned these would be lost if the Council took on the running of the services.</p>	<p>Kentish Road is currently rated as good by CQC across all domains but we recognise the importance of working with our carers to continuously improve our services.</p> <p>To respond to feedback from the consultation, we have committed to working with carers through the Carers' Co-production group to co-produce quality standards for the Council's direct care services, seeking views on current provision, what matters most to carers and what good looks like; in order to build confidence in services. This could also include working with carers to engage them in the ongoing monitoring of quality and performance of direct-care services. This work will have dedicated project management and business support and we will work with our Human Resources colleagues regarding the cultural shift that carers have highlighted is necessary.</p>
<p>Continuity and Consistency of staff and Staff Sickness</p> <p>The importance of continuity and consistency of staff was highlighted several times and concerns raised that Council services don't provide this. People referred to there being high use of agency staff.</p>	<p>We are reviewing the issues raised with regard to consistency of agency staff as the service have worked hard to develop a consistent pool of agency staff, some of whom have worked within the service since 2018. There are 7 agency workers within the service, 2 of whom have been working at Kentish Road for 7 years, 1 for 2 years, 1 for 18 months, 2 for 1 year and 1 for 6 months.</p> <p>There are plans in place to recruit additional staff to ensure a full complement of core staff within Kentish Road. With a full complement of core staff in place to</p>

	<p>deliver a 1:3 staffing model across 6 core beds there will also be much less need to use agency staff.</p> <p>With regard to staff sickness, the Council's Human Resources and Occupational Health teams are working closely with the service to address current sickness, ensuring that the Council's absence management policy is followed. Currently Kentish Road has 2 staff on long-term sick. There are currently no staff off on short-term sick.</p>
<p>Wider enrichment activities</p> <p>People have told us how much they value the provision of enrichment activities during a respite stay, including taking service users out into the community, providing skills development and offering activities which increase people's mental health and wellbeing.</p>	<p>At Kentish Road we also understand the importance of providing enriching and meaningful activity opportunities during respite stays. As part of our care planning process, we ask what activities individual enjoy and what goals they may be working towards. This includes identifying if there are any skills they would like to develop, which we can then support with during their stays, e.g. meal preparation, making beds, money management etc. Using our electronic care management system (Person Centred Software) we are able to monitor progression with individuals' skills development or goals.</p> <p>We have a vast range of activities, games and resources available for in-house activities, including arts and crafts supplies, puzzles, games, electronic gaming equipment, and interactive projector, karaoke machine and a sensory room. We also work with individuals in planning day trips and community-based activities during weekends, or if people do not attend day activities or work during their respite stays. We plan our activities, based on who is staying and what we know they may enjoy, whilst being flexible to changing these as required.</p>
<p>Medication</p> <p>Some people were concerned about medication errors.</p>	<p>We have robust medication management policies in place at Kentish Road which staff are trained in and required to follow. Anyone administering medication is required to complete annual training and their competency to safely administer medication is assessed annually, by a team member with the relevant skills to do so. The registered manager closely monitors and completes regular audits on medication practices.</p> <p>If an error or discrepancy occurs, in line with our duty of candour, they are always reported and investigated to establish how the error happened. This can include referrals to safeguarding and notification to CQC where required. Our approach is to be open and transparent.</p> <p>Because this was raised in the consultation, we are currently looking into the number of errors in more detail to understand if Kentish Road has a higher rate of medication errors than other services, including those outside of the Council, and whether there are additional actions we need to take.</p>
<p>Impact on the health and wellbeing of service users from moving to a different service and Transition planning</p> <p>People voiced concerns around the emotional and mental health impact of moving people</p>	<p>As a result of this feedback about the move, we have extended the current contracts for the period 1 April to end June to enable a longer transition period and will work closely with providers to jointly manage the</p>

<p>from a provision where they are settled to an unfamiliar setting and service. They have told us that their loved ones find change difficult to understand and cope with.</p> <p>They have also told us that they are very anxious about moving away from a familiar environment, away from staff who know and understand their loved ones and have cared for them for many years, and the impact that this might also have on behaviours.</p> <p>(NB. The recommended option of expanding Kentish and delivering the majority of residential respite across two sites (Kentish Road and Way Ahead) will mean that up to 11 people will transition from Rose Road to Kentish Road.)</p>	<p>transition, which could involve a further extension if required.</p> <p>We have committed to working with each person who is impacted by a move, their carers and professional network to develop a detailed, person-centred transition plan. This will include working with the current service provider to ensure that the needs of each client are fully understood, ensuring that details regarding person centred care and support plans are shared to maintain a cohesive, consistent approach to care delivery and our staff are trained and fully cognisant in supporting each person's needs.</p> <p>Accessible language will be used to communicate the changes to clients and their families/carers.</p> <p>Additionally we will commission further advocacy support from our advocacy provider, The Advocacy People, to support people through the process if they would find this helpful.</p> <p>The transition will be gradually managed with opportunities to get to know staff and visit premises beforehand. This can include short visits, lunch / tea visits or overnight stays, depending on the needs and wishes of the individual and their families.</p> <p>We will try to ensure, wherever possible, that existing friend groups are maintained and supported</p>
<p>Financial Information</p> <p>There were several requests for the detailed cost analysis information that underpinned the proposals</p>	<p>Owing to commercial sensitivity, given the procurement of Inclusive Lives in which this service falls, we have not been able to provide a detailed cost breakdown. This is because we need to avoid the risk of distorting competition or creating an undue advantage for certain bidders. However this information will be available to Cabinet and Overview and Scrutiny Committee members to scrutinise to inform their decision making.</p> <p>Below is a summary of the main reasons for how the proposals reduce the costs:</p> <ul style="list-style-type: none"> - Having a single service rather than two separate services (in the case of Weston Court and Kentish Road provision). A single provider model of delivery across two sites will also enable economies of scale in terms of management and back-office costs. - Internal operational efficiencies - operating our 1:3 staffing model across a larger number of beds (i.e. 6 core beds under option 1 as opposed to the current 4 core beds) is much more cost effective than operating a 1:3 staffing model across 4 core beds as there will often be a need to provide additional staff at times when all 4 beds are utilised. - Through only using external provision for those people whose complexity requires the level of support and expertise available there (noting that Rose Road's bed night cost is higher to reflect its higher staffing ratio)

	<ul style="list-style-type: none"> - Full utilisation of available capacity at Kentish Road and Weston Court reduces the cost per bed night as it spreads our costs across a broader number of nights.
<p>Concerns around the cost effectiveness of current Council provision</p> <p>Some people challenged how the in-house proposals could be more cost effective, given the current and previous costs of delivering Kentish Road</p> <p>(NB. There was an FOI in 2022 for 2018/19 - 2022/23 figures and a further FOI for 2023/24 figures in January 2025. The 2023/24 figures showed gross expenditure on Kentish Road to be £842,429 with capacity to provide 1,800 nights a year and usage of 1,283 nights in that year. The unit is staffed to provide 4 regular beds and 1 emergency bed for 360 days per year. Cost per night in 23/24 therefore would appear to be £468.02 based on the capacity provided or £656.61 based on actual usage)</p>	<p>We have investigated these figures to understand why they appear so high and have identified the following factors:</p> <ul style="list-style-type: none"> - the Kentish Road costs in the FOI include additional 1:1 staffing support provided above the core staffing to support individual clients who need a higher staffing ratio. External providers would charge this separately to the core cost per night and so we are not comparing like for like. Going forward these additional 1:1 staffing costs are being charged to a separate budget in the same way as they are for the external providers' additional staffing. - Kentish Road has been carrying a number of vacancies pending the Adult Social Care Restructure and already mentioned above there have been 3 staff on long-term sick leave. These have been covered by agency staff which does impact on costs. Going forward we will be fully recruiting to the core staffing structure which will reduce the need to use agency. We are also taking active measures to reduce sickness within the service. - The current model of 1:3 staffing across 4 beds also does not provide any economies of scale for Kentish Road as there will often be a need to provide additional staff at times when all 4 beds are utilised.
<p>Ability of Kentish Road to meet the needs of people moving from Rose Road</p> <p>Some carers have told us they would be concerned that Kentish Road would not be able to safely meet the needs of their loved ones.</p> <p>Examples that were given included the need for higher staffing levels to manage complex behaviours, administration of complex medication, epilepsy management and other medical care.</p>	<p>We would like to reassure people that Kentish Road staff have a comprehensive training offer with all core staff having completed mandatory training in line with the national Care workforce pathway for adult social care. Staff training is reviewed on a regular basis and additional training is provided where appropriate to meet any specific health or communication needs. On an individual level, staff will have regular and consistent supervision and personal development reviews to ensure they remain confident, skilled and competent within their roles.</p> <p>Kentish Road currently already supports individuals with more complex care needs including people with epilepsy, who may require administration of buccal medications, people who require enteral peg feeds, for nutrition and/or the administration of their medications and support with incontinence including self-catheterisation for urination.</p> <p>Where individuals require nursing care, we work closely with community nursing teams to ensure continuity of this care during their respite stays.</p> <p>With regard to those individuals who would transfer to Kentish Road under the proposals, the service would work with the existing provider to understand their needs and how they are currently being met, ensuring that details regarding person centred care and support plans</p>

	<p>are shared. This will include a detailed risk assessment. Staff training and competencies will be considered as part of this. Additionally, consideration could be given to any care technology or equipment that could support someone's care. Kentish Road has access to a range of care technology that can also be used to support the safe care of clients in the least restrictive way. This includes video monitors in individual rooms, movement sensors, epilepsy sensors and falls alarms which also support people's independence, privacy and dignity.</p> <p>Where necessary and on the basis of assessed need, additional 1:1 staffing will also be put in place.</p> <p>Since the consultation, we have updated our costings to take account that some of the people who would transfer to Kentish Road from Rose Road will need additional 1:1 staffing levels.</p>
<p>Wider Respite Offer (non residential options being developed through Inclusive Lives)</p> <p>Some people have told us that they disagree with the wider range of respite options being developed through Inclusive Lives (which is a commissioning/tendering approach) to develop the market to offer more flexible and personalised service options, which include sitting services, a new social wellbeing service and more outreach options and that they didn't think this reflected carers' views.</p> <p>(NB. Details of this wider offer were included as part of the wider context and officers made it clear when this was raised during the consultation that there is no intention to replace residential respite or require anyone to change their current allocation or move from residential to a non-residential option).</p>	<p>A range of stakeholder groups such as the Learning Disabilities Partnership Board, Learning Disabilities Carers Co-production Group and the Southampton Parent Carer Forum have been actively involved in co-designing these future services which aim to deliver increased flexibility (times/venues/ support), increased use of inclusive environments, and a strengthened approach to skills and independence.</p> <p>Having heard the points raised by the consultation about these services, we will continue to work with carers through the above groups to test these proposals for non residential options but also we are seeking to increase the number of carers engaged in these groups to ensure that we are hearing a broader range of voices. We will therefore be asking carers to let us know if they would be interested in being part of this co-production work if they are not already involved.</p>
<p>Bookings beyond March and June 2025</p> <p>Concerns were raised about the ability for carers to pre-plan and book respite post 31 March as commissioners had asked that bookings were paused owing to the consultation and expiry of current contracts on 31 March 25.</p>	<p>Having heard the concerns about this from carers at the meetings, we since took the decision to extend bookings until 30 June 2025, and confirmed to carers in our letter of 13 December that we would revisit this after a decision is made about future provision of respite at Cabinet and it is clear which option we are going with.</p> <p>It is still our intention to open bookings beyond 30 June 2025 after the January Cabinet meeting.</p> <p>We have said to carers that if they have specific concerns or particular circumstances to contact us directly and we will do our best to accommodate these on a case-by-case basis.</p>
<p>Option 3: to keep the Weston Court Service as it is now</p> <p>Some carers have asked that we add an Option 3 to renew the contract with Way Ahead for Weston Court</p>	<p>We have explained that as the contracts are coming to an end, the Council would be required to run a procurement if the decision was to continue providing the Weston Court through an external provider.</p> <p>In response to the strong preference from some carers for the Weston Court service to continue to be delivered by a private provider, we have included this as an option within</p>

	<p>the Cabinet report for Cabinet to consider. We have shown that this option would still deliver savings for the Council.</p>
<p>Sufficient Capacity to meet future demand</p> <p>Some people wanted to know whether our proposals will deliver sufficient respite to meet current and future needs and that people will still get their full allowance of respite</p>	<p>We have continued to test our analysis of demand and capacity for overnight residential respite care throughout the consultation period. This has included looking at how many people may need care in the future as well as those children and young people who will transition to adult services over the next 4 years.</p> <p>Our final proposals have been based on a modelled increase in demand of 6% over the next 4 years and we have retested both Options 1 and 2 against this assumption.</p> <p>Our recommended Option 1 (to expand Kentish road and deliver the majority of residential respite from Kentish road and Weston Court) will increase the overall nights available for respite. Currently we provide/commission 3,391 nights a year. The recommended Option 1 delivers 3600 nights a year which (along with the estimated 200 nights a year we envisage continuing to commission for more complex clients) is an increase of 409 nights from the current capacity we have across Weston Court, Rose Road and Kentish Road. It is also sufficient to meet our assessment of the level of demand over the next 4 years.</p> <p>One of the reasons we are not recommending Option 2 (i.e. to deliver all respite from Kentish Road), is that our further demand analysis has shown that, whilst it could meet demand over the next two years, there would be a reasonable risk of it not doing so in further years.</p>
<p>Booking systems</p> <p>Some carers have raised queries in relation to how bookings are and will be managed across the different sites, which in turn has raised questions in terms of ensuring that there is equity e.g. how it is decided who gets what respite particularly in relation to peak times like weekends and Summer holiday months. Will people have to book months or years in advance?</p>	<p>Through this process, we have learnt that allocation and access has not always been applied to a set structure.</p> <p>We have therefore committed that they will work with carers through the co-production group and other forums like the SEND Parent Carer forum and Learning Disability Partnership Board to develop guidance on allocations and equitable access.</p>
<p>Capacity and resource within the Council to manage the transition and changes to services</p> <p>Some people have queried whether the Council has the capacity to effectively and safely manage the changes to services as well as the transition for those people who are impacted.</p>	<p>We have resourced additional project management support from our internal Projects and Change Team and lined up support from the Council's Human Resources to support us with implementing the changes. This includes the work we have committed to do with carers around reviewing current provision and co-producing quality standards for the service, the work to review booking systems and improvements in relation to sickness and agency use.</p>

DECISION-MAKER:	CABINET
SUBJECT:	Restructure of Leases at Nelson Gate
DATE OF DECISION:	28 January 2025
REPORT OF:	COUNCILLOR BOGLE CABINET MEMBER FOR ECONOMIC DEVELOPMENT

<u>CONTACT DETAILS</u>			
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STATEMENT OF CONFIDENTIALITY	
<p>Appendices 1 and 2 of this report contains information deemed to be exempt from general publication based on Category 3 of Paragraph 10.4 of the Council's Access to Information Procedure Rules. This includes details of commercial terms, which if disclosed could put the Council or other parties at a commercial disadvantage.</p>	
BRIEF SUMMARY	
<p>The report advises Cabinet of the proposals to restructure the leases at Nelson Gate. The proposals aim to support the delivery of this key gateway regeneration site which has long been identified as a priority for regeneration through various master planning exercises in the area.</p>	
RECOMMENDATIONS:	
(i)	To approve the lease restructuring proposals and recommendations set out in exempt Appendix 1.
(ii)	To delegate authority to the Executive Director for Growth and Prosperity following consultation with the Leader of the Council to finalise the detailed terms of the arrangements required to support the delivery of the regeneration of the area.
REASONS FOR REPORT RECOMMENDATIONS	
1.	As freehold owner, the Council wishes to support the regeneration of the Nelson Gate “complex” including the recladding of the existing office buildings together with an upgrade of the surrounding public realm incorporating a mix of uses consistent with its ambitions for the good growth of the city. The current leases restrict opportunities for regeneration and therefore need altering to facilitate this.
2.	Allowing the changes to the leases as recommended in exempt Appendix 1 acknowledges the impacts of macroeconomic challenges faced by construction projects over recent years, gives the leaseholder certainty that it can undertake Development Page 25, also allows the Council to actively monitor

	and support delivery of the regeneration required in this area. The scheme is expected to be delivered in two phases. The first phase, focusing on the existing buildings and their immediate surroundings, is projected for completion by September 2026. However, it is important to note that this timeline is a challenging target. The S.123 report prepared by external specialist valuers, confirms that the proposals represent best consideration to the Council than the existing status quo.
ALTERNATIVE OPTIONS CONSIDERED AND REJECTED	
3.	<p>Do nothing.</p> <p>The existing buildings and their immediate environment are run down and out dated and provide a poor impression of the City, given this is a key gateway site. The length of the existing leases provide no incentive for the leaseholder to take any action thus resulting in further neglect and decline.</p>
4.	<p>The Council sells its existing freehold interest.</p> <p>The Council has looked at the possibility of selling its interest in the open market although that would place the leaseholder in a strong position and would result in the Council losing any control both in terms of nature and timing over regeneration proposals, other than through Planning policy.</p> <p>Purchase the existing leasehold interest.</p> <p>Whilst this would give the Council total control over redevelopment of the site, it would come with the financial burdens of owning empty buildings and the management of those buildings whilst other options are considered.</p>
DETAIL (Including consultation carried out)	
5.	The Council is the freeholder of Nelson Gate and the adjacent land to the west including Council owned surface car parking, which has been identified for sale. This property is leased on two separate leases: the primary lease has 78 years remaining, while the secondary lease has 8 years left.
6.	In 2019 Cabinet gave approval to progress negotiations in relation to the regeneration and redevelopment of Nelson Gate under the approved planning application ref (19/00038/OUT) and permitted development (17/01622/PA56) for conversion of offices. The scheme as previously permitted was subsequently considered not to be deliverable by the leaseholders, which has placed the redevelopment of the site on hold while alternative schemes have been considered.
7.	The new development proposals will be subject to planning permission which will be sought via the normal process and, subject to a separate decision from the Council as planning authority.
RESOURCE IMPLICATIONS	
<u>Capital/Revenue</u>	
8.	The details of the commercial terms are set out in exempt Appendix 1.

9.	The leaseholder will pay the Council's legal and valuations fees in relation to these arrangements
10.	Details of the Capital receipt and rental payments are set out in detail in exempt Appendix 1.
<u>Property/Other</u>	
11.	The Council, in its capacity as freeholder/Lessor will need to monitor the leaseholder's progress in delivering the first phase in a timely fashion as anticipated but also monitor progress in respect of the delivery of the second phase on the land to the west. Over and above the usual estate management function, the City Development Team will need to monitor and comment on the specific development proposals
LEGAL IMPLICATIONS	
<u>Statutory power to undertake proposals in the report:</u>	
12.	The Council powers to promote this proposal are s.123 Local Government Act 1972 and Section 1 Localism Act 2011.
	S.123 empowers a local authority to dispose of an interest in land (including leasehold and option arrangements etc) in any manner they wish subject to a requirement to achieve 'Best Consideration' for the disposal.
	A report prepared by Independent Valuers in accordance with S.123 of the Local government Act 1972 confirms that the proposals represent best consideration for the Council. This report forms Appendix 2.
<u>Other Legal Implications:</u>	
13.	The proposals have been assessed as compliant against all relevant pervasive legislation including but not limited to Subsidy Control Act, Equalities Act (s.149 Public Sector Equality Duty) and Crime & Disorder Act together with relevant planning legislation.
RISK MANAGEMENT IMPLICATIONS	
14.	The Council is not taking any active participation in this regeneration and (apart from the timing of projected revenue and capital receipts) no financial risks are involved. Whilst there is no guarantee that the second phase will be developed as envisaged, there are some mitigations included within the proposals which are outlined in exempt Appendix 1.
15.	The scheme is subject to uncontrollable economic events which is normal for schemes of this nature.
POLICY FRAMEWORK IMPLICATIONS	
16.	Redevelopment of the area supports many of the Council's strategic objectives around regeneration, environment, sustainability, Green City and economic development. The emerging Southampton Renaissance master planning work also recognises the site's potential to contribute to a vision for the City's future growth and prosperity. The development proposals are consistent with the growth and regeneration ambitions for the City.

KEY DECISION?	Yes	
WARDS/COMMUNITIES AFFECTED:	Banister & Polygon	
<u>SUPPORTING DOCUMENTATION</u>		
Appendices		
1.	Report on Commercial Terms - exempt	
2.	S.123 report prepared by Independent Specialist Valuers - exempt	
Documents In Members' Rooms		
1.	None	
2.		
Equality Impact Assessment		
Do the implications/subject of the report require an Equality and Safety Impact Assessment (ESIA) to be carried out.		No
Data Protection Impact Assessment		
Do the implications/subject of the report require a Data Protection Impact Assessment (DPIA) to be carried out.		No
Other Background Documents		
Link to previous Cabinet decision in 2019: https://www.southampton.gov.uk/moderngov/ieDecisionDetails.aspx?ID=2047		
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.		

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DECISION-MAKER:	Cabinet
SUBJECT:	Masterplanning Programme Update
DATE OF DECISION:	28 January 2025
REPORT OF:	COUNCILLOR BOGLE CABINET MEMBER FOR ECONOMIC DEVELOPMENT

<u>CONTACT DETAILS</u>			
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STATEMENT OF CONFIDENTIALITY

Appendix 1 is in a confidential draft form and contains information relating to the business affairs of the Council and key stakeholders in the City, this is exempt from publication under paragraph 3 of rule 10.4 of the Access to Information Procedure Rules. Until final signing of the document has taken place by all signatories the document remains confidential. The document is expected to be finalised and approval given to publish in February 2025.

BRIEF SUMMARY

The report advises the Cabinet on the progress made with the Southampton Renaissance Masterplanning Framework, first outlined in a Cabinet paper in December 2022. It seeks Cabinet support for the Southampton Renaissance Prospectus and to note the direction of travel for Southampton City Council in terms of progressing a next stage of procuring a Strategic Development Advisor and continuing to promote Southampton to investors and developers.

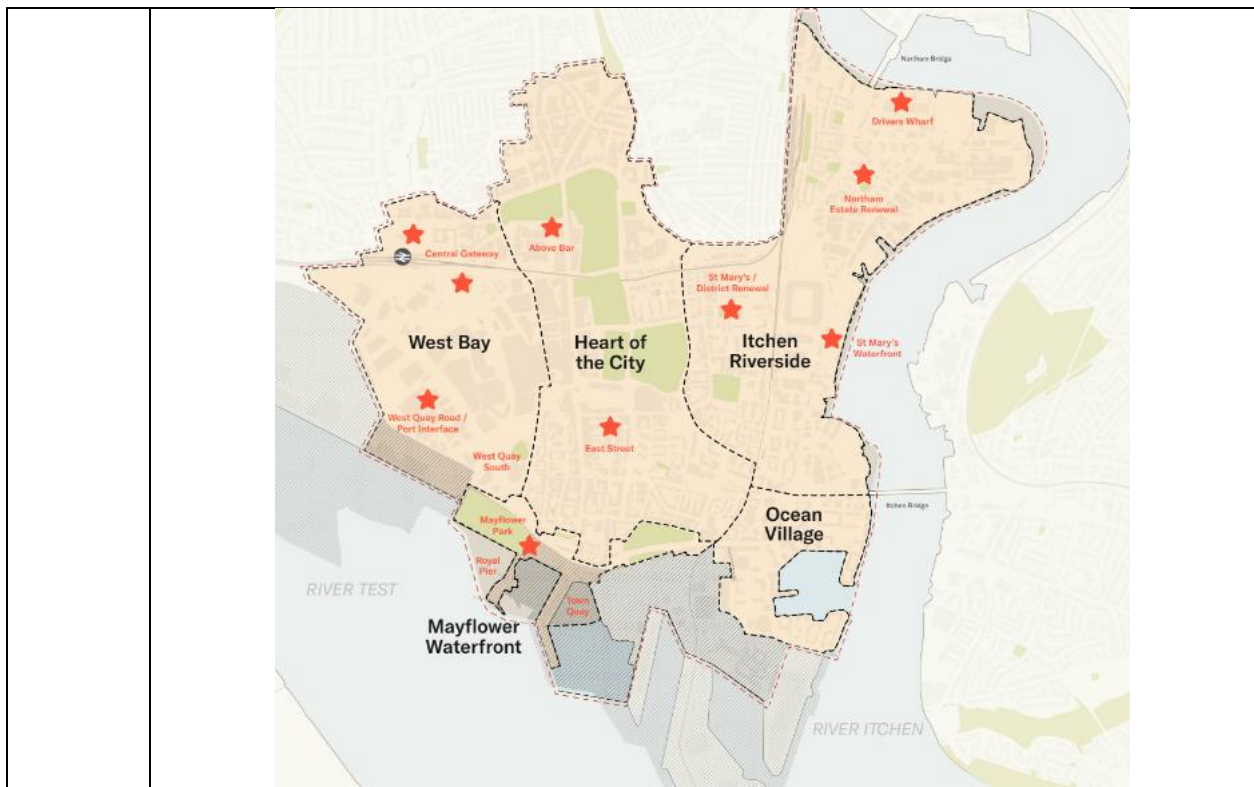
RECOMMENDATIONS:

	(i)	To approve for publication (following agreement by all Renaissance Board Members) the Southampton Renaissance Prospectus as set out in Appendix 1 to this report.
	(ii)	To endorse the next steps, including promotion of the Southampton Renaissance Prospectus at a Southampton Renaissance event in February, attendance at MIPIM (Le Marché International des Professionnels de l'Immobilier) and United Kingdom Real Estate and Infrastructure Investment Forum (UK REiiiF).
	(iii)	To delegate authority to the Executive Director for Growth and Prosperity following consultation with the Cabinet Member for Economic Development to approve minor amendments to the Southampton Renaissance Prospectus ('The Prospectus') and the publication of further documents from the Masterplan outputs.

	(iv)	To delegate authority to the Executive Director for Growth and Prosperity following consultation with the Cabinet member for Economic Development, to procure and enter into contracts to appoint a Strategic Development Advisor and other contracts needed to deliver the outputs of the Southampton Renaissance Masterplan. These costs will be covered from approved budgets.
REASONS FOR REPORT RECOMMENDATIONS		
1.	Publishing The Prospectus and attending major events will help attract the investment and partnerships needed to drive regeneration and long-term growth and prosperity.	
2.	Significant work has already been undertaken in collaboration with Southampton Renaissance Board and stakeholders to create a shared vision for Southampton's future. Endorsing the Prospectus and progressing to the next stages will build on this foundation and maintain momentum in delivering Southampton's growth ambitions.	
ALTERNATIVE OPTIONS CONSIDERED AND REJECTED		
3.	<p>Do not support the recommendation</p> <p>This option would mean Southampton City Council (SCC) does not endorse the Prospectus. While the document may continue to have the support of other Renaissance Board members, it would lack formal backing from SCC. This decision would also mean SCC would not promote the City via the prospectus document at major events such as MIPIM or UK REiFF, or proceed with the next stages of the delivery plan for Southampton's regeneration.</p> <p>Pros:</p> <ul style="list-style-type: none"> • Allows SCC to reconsider its approach to regeneration and explore alternative strategies. • Minimises immediate costs associated with event attendance and further work on the delivery plan. <p>Cons:</p> <ul style="list-style-type: none"> • Misses the opportunity to leverage significant work already undertaken to promote Southampton to investors. • Risks stalling momentum and stakeholder confidence in the City's commitment to regeneration. 	
4.	<p>Partially support the recommendation</p> <p>Under this option, Cabinet would endorse selected recommendations but not others. For example, Cabinet might support the Prospectus but opt not to participate in events such as MIPIM or UK REiF.</p> <p>Pros:</p> <ul style="list-style-type: none"> • Enables progress on some elements, such as the Prospectus, while potentially saving costs by not attending regeneration events or postponing further work on the delivery plan. 	

	<p>Cons:</p> <ul style="list-style-type: none"> • Risks undermining the full potential of the Prospectus by not showcasing it to key investors and stakeholders at prominent events. • Risks stalling progress towards a clear programme for delivery of regeneration in the City.
DETAIL (Including consultation carried out)	
5.	<p>Southampton Renaissance Masterplanning Programme and Outputs:</p> <p>The Southampton Renaissance Masterplanning Framework (SRMF) was initiated by a Cabinet decision in December 2022. Its aim was to redefine the City's approach to regeneration and major site development. The SRMF sets out to clarify a plan to enhance economic growth, infrastructure investment and placemaking efforts, addressing challenges such as Southampton's over-reliance on low-value and declining sectors and loss of commercial office space, its lower economic resilience post-COVID-19 and stalling development delivery due to increasing viability challenges, further hampered by construction inflation.</p>
6.	<p>There is a need to diversify the local economy and build pride and excitement in the City to achieve long-term sustainable growth. The establishment of the Southampton Renaissance Board (SRB) has enabled the key employers, landowners and institutions in the City to develop a shared ambition for the City and ensures oversight and alignment with the City's strategic goals. The SRB established in early 2023, has a remit focussed on growth, strategic skills, sustainable development, and investment.</p>
7.	<p>Following meetings of the SRB in 2023, which set out the long term ambitions and visioning for the regeneration of the City, international master planning consultants Prior + Partners were commissioned in early 2024 to produce a comprehensive, economic development and regeneration led, city centre focused Southampton Renaissance 'Masterplan', as the first part of the wider SRMF. This is a set commission which will provide three main outputs; the Southampton Renaissance Prospectus, Renaissance Area Framework and Delivery Strategy. The completion of all of these key master planning outputs is imminent and so now the focus shifts to delivery</p>
8.	<p>The 'Masterplan' is not a standalone document, but a suite of documents including the Southampton Renaissance Prospectus, Renaissance Area Frameworks and a Delivery Plan. The work has set out to be visionary and to demonstrate the 'art of the possible' in terms of sign posting Southampton's long term regeneration ambitions and areas of focus from an economic development and regeneration perspective. The work has progressed through 2024 and will complete in early 2025.</p>
9.	<p>As an Economic Development and Regeneration led commission, the outputs are not intended to be adopted as planning policy at the time of completion but have been tailored to support and inform broader policy initiatives, including the Local Plan (Southampton City Vision), the Asset Disposal and Development programme (ADDP), the emerging Growth and Prosperity Plan, the Local Transport Plan, regional growth objectives, and to set the groundwork for long-term sustainable economic growth.</p>
10.	Outputs of the Southampton Renaissance Masterplan

	<p><i>Southampton Renaissance - Prospectus for Change ('The Prospectus')</i></p> <p>The Prospectus reflects the long-term vision and aspirations for the City. It emphasises Southampton's unique position as a global gateway, waterfront City and cultural hub while presenting objectives and priorities to identify and attract the investment needed to deliver the vision. This vision builds upon the Renaissance Board's commitment to promoting an inclusive and vibrant City that maximises the potential of its residents and local talent.</p>
<p>11.</p>	<p>The document has been developed in close collaboration with the SRB as the long term custodians of the Southampton Renaissance and in helping to drive delivery. It provides a statement of intent for the SRB and defines the specific outcomes that serve as indicators of the SRMF's success.</p>
<p>12.</p>	<p>This Prospectus will be the first public statement of intent from the SRB, from which further detail in terms of public engagement, planning policy and site-specific delivery plans can be built on.</p> <p>The Prospectus is attached at Appendix 1. It is currently confidential as it is still in draft form. Subject to Cabinet and Renaissance Board support, it is expected to be publicised in February 2025.</p>
<p>13.</p>	<p><i>Renaissance Area Framework</i></p> <p>The draft Renaissance Area Framework is a spatial document that provides more detail in terms of the long-term vision and objectives for the defined Renaissance Areas within the city. The document defines five strategic "Renaissance Areas" that aim to provide a cohesive development framework across the city centre. These areas comprise a range of sites and features that collectively make up the city centre and provide the opportunity for long term transformation through a strategic approach to planning and delivery. These Areas have been defined based upon shared characteristics and may be used as the basis for more detailed planning policy. The Renaissance Areas are identified in the image below and provides for a more detailed scale than the Prospectus Document. The document helps emphasise the outcomes that change can achieve for the City, with specific reference to the stated outcomes of the Southampton Renaissance Prospectus. It is expected that this will help inform initial discussions with investors, developers and funding bodies and guide the next steps towards delivery of specific 'Renaissance Sites'.</p> <p><i>Image 1: Renaissance Areas</i></p>



14. In its current form the RAF is not intended to be adopted as a formal planning document. It is intended that this document remains as an internal draft document that would be developed further through public engagement and formal consultation, where appropriate, as part of the emerging Southampton Local Plan (Southampton City Vision). The document is currently being refined and will complete by Q1 2025. Once complete, elements may be publicised subject to Cabinet Member for Economic Development review and approval.

15. ***Delivery Strategy***

To accompany the Prospectus and RAFs, a high level Delivery Strategy is being developed in collaboration with the Economic Development and Regeneration team and its partners to support business case development, identify funding opportunities and the next steps needed for an implementation/ delivery plan. The Delivery Strategy considers the key delivery challenges and opportunities necessary to implement the vision and the intervention opportunities ('Renaissance Sites') identified within each of the RAFs.

16. The document explores the respective roles of the public and private sectors, setting out the opportunities where SCC may invest and intervene to achieve beneficial outcomes for the City. This forms a robust starting point from which SCC can consider development delivery options.

17. The work will also include an outline of next steps for developing Planning policy and also the transport and infrastructure requirements needed to support the vision. This includes addressing the need to make bold changes to existing infrastructure, such the steps needed to downgrade the ring road system over a specific time frame.

	<p>This document is currently being refined and will complete by Q1 2025. The document will be for internal SCC use and is not intended to be published due to commercial sensitivities around land ownerships and in terms of emerging investment proposals. Once complete, elements may be publicised subject to Cabinet Member for Economic Development review and approval.</p>
18.	<p>Next Steps of the Southampton Renaissance Masterplanning Programme: Promoting Southampton Renaissance to Investors</p> <p>After recently updating the investor and developer sector at South Coast Property Show in November 2024 on the emergence of the Southampton Renaissance ambitions, and subject to Cabinet support for the Prospectus, SCC will continue to promote the Southampton Renaissance with the publication of the Prospectus at an investor / developer focused event in February 2025 and through a new investment microsite. In the following months through 2025, it is recommended that the Southampton Renaissance vision and relevant investment opportunities will be showcased further at prominent regeneration events including MIPIM (March) and UK REiif (May) to attract investor interest and partnerships.</p>
19.	<p>These events will be supported by the Economic Development and Regeneration team. Details of the investment promotion plan have recently been shared with the Leader and Cabinet Member for Economic Development.</p>
20.	<p>Delivery Plan and Strategic Development Advisor Role</p> <p>To ensure progress from vision to implementation, Southampton City Council (SCC) and the Southampton Renaissance Board (SRB) will need to establish clear actions and next steps to deliver on the outlined objectives.</p>
21.	<p>Southampton has significant potential as a major regional City, but realising this ambition will require SCC to take a leading role, working with investors, developers, funding bodies and other stakeholders to secure the necessary funding, resources and interventions in sites to support delivery where needed.</p>
22.	<p>This work is underway on a site by site basis, and active conversations with investors, funders and developers continue to take place. To support this ongoing work, and to ensure momentum following the completion of the Southampton Renaissance Masterplan, SCC intends to appoint a Strategic Development Advisor (SDA) in the form of an experienced , multidisciplinary consultancy practice to provide ongoing expertise and guidance to SCC in turning the vision into practical, deliverable outcomes. Especially with regard to more strategic/ complex delivery mechanisms.</p>
23.	<p>The SDA will be key to prioritising project delivery, creating a clear programme of work, and addressing key issues such as land assembly and funding. Their responsibilities may include producing site briefs, managing development phases, and overseeing the completion or transfer of finished projects. Initially, the SDA will focus on refining the delivery strategy into an actionable plan, setting a clear prioritisation framework, development</p>

	<p>options, phasing plans and advising on interventions needed to deliver the ambitions as set out in Prospectus. The advisor will work closely alongside officers from Economic Development and Regeneration team.</p> <p>This work will also align with the support required to review development sites within the Asset Disposal and Development Programme.</p>
24.	<p>The Future of the Renaissance Board</p> <p>The Southampton Renaissance Board was formally constituted following the Cabinet decision in 2022. It is expected that the board will continue to promote the collective vision for regeneration of the City and support the ongoing aims of the Southampton Master planning Programme. <i>Delivery</i> of regeneration will begin to take a stronger focus, either within the Board or as a sub group to the board. Any changes will be formally reflected within Terms of Reference, to be agreed by the Board.</p>
RESOURCE IMPLICATIONS	
<u>Capital/Revenue</u>	
25.	<p>A provision of £250,000 from the Transformation Fund has been made available to support the appointment of the Strategic Development Advisor (multidisciplinary consultancy practice to provide ongoing expertise and guidance to SCC in turning the vision into practical, deliverable outcomes. The contract is expected to be for an initial 18 months with a provision to extend when required. Costs for the attendance and travel to the regeneration events and resources to support the teams involved will be covered by existing Economic Development budgets.</p>
26.	<p>The Economic Development and Regeneration (ED&R) division are pivotal in driving the City's sustainable, long-term growth and prosperity. Their role includes actively promoting inward investment, identifying key regeneration opportunities and priorities, and unlocking development through innovative and strategic approaches. However, currently, key services within the division are critically under-resourced in terms of their ability to deliver at the scale required. The Growth and Prosperity directorate is about to commence a full re-design process, and these issues will be considered as part of that process. In that regard, as well as resource allocation, different models of delivery will also be considered. However, it is clear that – irrespective of this - the Southampton Renaissance ambitions will be supported by the wider Growth and Prosperity Directorate, and other service areas including legal, finance and procurement.</p>
<u>Property/Other</u>	
27.	<p>The work will help to inform the Asset Disposal and Development Programme (AD&DP) which seeks to deliver optimum outputs from the disposal and development of Council assets.</p> <p>The interrelationship between the Master Planning Framework and the AD&DP (Phase 2), approved by Cabinet - Tuesday, 17th December, 2024 is critically important. The synergies between the two programmes are clear.</p>

	The AD&DP has the potential to release nominated assets that can support the city's wider regeneration.
LEGAL IMPLICATIONS	
<u>Statutory power to undertake proposals in the report:</u>	
28.	Approval of the prospectus and attendance at events is authorised by virtue of s.1 Localism Act 2011 (the 'General Power of Competence') which allows a Local Authority to do anything related to the delivery of its core functions and services provided it is not otherwise prohibited by law (there are no prohibitions against the activities outlined in this report).
29.	The Council has an obligation to comply with S123 Local Government Act 1972 to secure best consideration reasonably obtainable on any disposal. It is critical that valuations are secured across all sites recommended for disposal or development.
<u>Other Legal Implications:</u>	
30.	The procurement of further work to support delivery will be undertaken in accordance with the Councils Contract Procedure Rules and having regard to a full EISA (Appendix 2) completed in accordance with s.149 Equalities Act 2010 (public sector equality duty) to ensure the Council's master planning and regeneration activities take into account the impact of proposals on those having Protected Characteristics and other relevant environmental, social and crime and disorder impacts.
RISK MANAGEMENT IMPLICATIONS	
31.	The next stages as recommended would commit the Council to allocating resource and officer time to progressing the delivery plan for regeneration in the City. It does not commit the Council to any site specific development risk at this stage. Specific development strategies and any direct site intervention will be considered on a case by case basis and brought back to Cabinet for consideration as needed.
32.	There is a risk that without sustained focus, resources and appetite for intervention, Southampton may fail to diversify its economy sufficiently to achieve long-term sustainable Growth and Prosperity. A lack of bold, integrated action will leave Southampton reliant on declining sectors and suppress the City's competitiveness in contrast to other regional hubs which are actively investing in growth and innovative approaches to delivery. By moving forward with a firm commitment to delivery, supported by the Southampton Renaissance Board and a robust Delivery Plan, these risks can be mitigated.
POLICY FRAMEWORK IMPLICATIONS	
33.	The work completed to date has been informed by existing Local Plan policies, while also aiming to be aspirational and thinking longer term than planning policy timescales. The outputs are not statutory planning documents and will be subject to further consultation as needed to support delivery, it is anticipated that the work will help inform Southampton's new Local Plan (Southampton City Vision).

	As part of the completion of their work, Prior and Partners will provide an information note on the interaction of the master planning work with adopted and emerging planning policy, and next steps towards policy integration.
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KEY DECISION?	No
WARDS/COMMUNITIES AFFECTED:	All
<u>SUPPORTING DOCUMENTATION</u>	
Appendices	
1.	Confidential – Draft Southampton Renaissance Prospectus
2.	ESIA

Documents In Members' Rooms

1.	N/A
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Equality Impact Assessment

Do the implications/subject of the report require an Equality and Safety Impact Assessment (ESIA) to be carried out.	Yes
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Data Protection Impact Assessment

Do the implications/subject of the report require a Data Protection Impact Assessment (DPIA) to be carried out.	No
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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. Cabinet Paper 2022 - .Issue - items at meetings - Southampton - Masterplanning Delivery Framework Southampton City Council	

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Document is Confidential

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Equality and Safety Impact Assessment

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

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

Name or Brief Description of Proposal	Southampton Renaissance Masterplanning
Brief Service Profile (including number of customers)	
<p>The Southampton Renaissance Masterplanning Framework (SRMF) was initiated by a Cabinet decision in December 2022. Its aim has been to redefine the City’s approach to regeneration and major site development. The SRMF sets out to clarify a plan to enhance economic growth, infrastructure investment and placemaking efforts, addressing challenges such as Southampton's over-reliance on low-value and declining sectors and loss of commercial office space) , its lower economic resilience post-COVID-19 and stalling development delivery due to increasing viability challenges, further hampered by construction inflation.</p> <p>The programme of master planning is not static, master plans and development briefs will be created in partnership with key stakeholders. Private sector co-funding may also be required. Delivery strategies will also be critical to ensure projects can be progressed. Southampton City Council will have a key enabling role, supporting increased levels growth and investment into the city and to ensure high quality place making. In achieving these aims commitment will be needed from the whole Growth and Prosperity Service area and potentially with interim support, if required and commissioned professional expertise.</p>	

Southampton City Council's central role will ensure due regard for the Public Sector Equality Duty (Section 149 of the Equality Act) and with-in the external Southampton Renaissance Board.

Summary of Impact and Issues

Over the last 10 years, the Council has undertaken a variety of master-planning activity varying in approach and objectives and lacked a sufficient level of governance oversight, resources, cross-party awareness/ support, prioritisation, clarity over outcomes and overall resilience in maintaining momentum during and post commissions. Master-planning by its nature has a long-term horizon but often with shorter term demands and therefore results in challenges with respect to managing both stakeholder and political expectations and in particular how they evolve over the short, medium and longer term, with sufficient internal client led capacity, especially when developing multiple plans for site development citywide.

The work being undertaken through the Southampton Renaissance Masterplanning Framework has sought to:

- Review status of the current masterplans; Define locally the key master planning outputs and outcomes that would form the basis of future place making activity e.g. to support investment decisions, inform planning policy, promote growth via a Prospectus, identify opportunities to attract inward investment from a range of sources including cultural funders;
- Identify citywide the defined master planning areas of focus, including characteristics, high level objectives, development scale and mix.
- Set out the delivery framework, which includes prioritisation, resource requirements, governance and programme;
- Alignment and interdependency with local, regional and national strategies e.g. Cultural Strategy, Economic and Growth Strategy, Solent LEP 2050 Vision, Solent Freeport and Child Friendly City;
- Directly support Southampton City Council and its new Local Plan that will set an overall 'vision' for the City and the master planning delivery framework will provide a key 'driver' of change.

Potential Positive Impacts

Master-planning has undergone a revival in recent years. However, significant demographic and social changes are also occurring amid constraints resulting from the current economic situation, with a recession, limited economic growth, a cost of living crisis, reduced public spending and the drive to respond to environmental imperatives.

These conditions challenge the feasibility of applying master planning practices as they were conceived of in the past. The traditional view was that master planning was a design-led activity concerned with the architectural form of buildings, spaces and infrastructures. This is outdated and inadequate for coordinating the plural processes of developing sustainable places for people that satisfy social, cultural, heritage, functional, economic, environmental requirements as well as realising visually pleasing cityscapes and useable urban areas.

Master planning requires both a business planning (viability) component, without which there is no delivery, and a governance component, without which the physical strategy has no legitimacy. A more adaptive and people-centred master-planning approach is required, alongside interdependency and alignment with city, regional and national strategies and engagement and co-creation with people who live, work, visit and shape the city of the future.

A flexible master-planning process can provide a basis of a suitable approach for the development of sustainable settlements for residents, businesses, employees and visitors. The master planning framework will result in a number of outcomes which will help the preparation of the Local Plan – Southampton City Vision. Planning affects us all; the homes we live in, the facilities we use, the different ways we travel, and the places we go to work and to school.

Local Development Scheme and Statement of Community Involvement.

These planning documents will express our vision for Southampton and the policies and guidance within them will form the basis for all of the planning decisions that we, as the Local Planning Authority (LPA).

The Statement of Community Involvement (SCI) is a legal requirement under the Planning and Compulsory Purchase Act 2004 in connection with the preparation of other plans. The council recognises that planning needs to be more inclusive and that our residents, visitors, businesses and other organisations can provide us with really valuable information, not least to ensure that the LPA's planning policies are inclusive and non-discriminatory.

The purpose of consultation is to ensure people who may be affected by planning decisions, at all scales of development, have the opportunity to have their say on proposals so that the local council can fully consider comments received, alongside all other evidence, when making decisions.

The council wants Southampton City Vision and the master planning framework to be a place shaping tool that is both city wide and community focussed, meeting the development needs of the city whilst recognising the needs and diversity of individual communities.

Responsible Service Manager	Jenny Hyland
Date	18/12/2025
Approved by Senior Manager	Nawaz Khan
Date	08/01/2025

Potential Impact

Impact Assessment	Details of Impact	Possible Solutions & Mitigating Actions
Age	Future development and infrastructure focusses on a too limited band of age groups	Through the promotion of mixed-use development, with adherence to active planning policies
Disability	Future development is not accessible for those with disabilities.	Ensure that development proposals seek to meet and where possible exceed regulations on accessibility.
Gender Reassignment	N/A	
Care Experienced	N/A	
Marriage and Civil Partnership	N/A	
Pregnancy and Maternity	N/A	
Race	N/A	
Religion or Belief	N/A	
Sex	N/A	
Sexual Orientation	N/A	

Impact Assessment	Details of Impact	Possible Solutions & Mitigating Actions
Community Safety	Good urban design should account for improvements in the safety of those using public spaces	Good urban design & adherence to planning active policies.
Poverty	Southampton faces issues of poverty & deprivation. These issues are well known. As an example some wards have higher levels of deprivation & individuals & families can remain in a cycle of deprivation.	Investment in the city to create new economic & training opportunities through active Employment & Skills Plans (construction), as well as active adult community learning and employment initiatives.
Health & Wellbeing	The deterioration of the urban environment, the quality of our public spaces & homes impacts on our health & wellbeing. A lack of investment in new public realm and green spaces.	Good urban design accounts for health & wellbeing issues to enhance people's experience of the environment, public & green spaces. Good urban design is an intrinsic facet of the master planning process.
Other Significant Impacts	Master planning is unresponsive and development outcomes have a detrimental impact on our environment and contribute towards climate change.	The master planning framework seeks to identify necessary infrastructure and facilities to support the growth of the city whilst protecting & enhancing the environment. The framework will: Recognise individual neighbourhood identities; Connect us with our waterfront; Encourage sustainable growth & investment in the city

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