

Public Document Pack

# Council APPENDICES

Wednesday, 18th May, 2011  
at 11.00 am

APPENDICES ATTACHED TO THE LISTED REPORTS

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**10 EXECUTIVE BUSINESS**

**13 CHANGES TO THE CONSTITUTION**

**16 OVERVIEW AND SCRUTINY BUSINESS**

b OVERVIEW AND SCRUTINY ANNUAL REPORT 2010/11

Report of the Director of Economic Development detailing the Overview and Scrutiny Management Committee Annual Report 2010/11 in accordance with the Council's Constitution, attached.

Tuesday, 10 May 2011

Director of Corporate Services

## **DECISIONS BY CABINET 14<sup>th</sup> MARCH 2011**

On consideration of the following reports, Cabinet on the 14<sup>th</sup> March 2011 agreed the following:

### **TRAFFIC REGULATION ORDER (TRO)**

The Executive received a report on proposals for waiting restrictions in Bassett Heath Avenue, Saxholm Way and Wynter Road and resolved to approve the proposed amended No Waiting, 10.00am to 4.00pm, Saturday to Sunday restriction in Wynter Road, agreed to delegate authority to the Head of Highways and Parking Services to review the scheme set out above in 12 months time and agreed not to adopt the proposed No Waiting at Any Time restrictions in Bassett Heath Avenue and Saxholm Way.

### **KNOWLEDGE ECONOMY SCRUTINY INQUIRY**

- (i) To receive the attached Inquiry report on the Knowledge Economy;
- (ii) To develop a formal response to the recommendations contained within it, including an action plan detailing how the Executive proposes to take forward any of the recommendations contained in the report.

### **ADMISSION ARRANGEMENTS 2012-13**

- (i) The responses from the consultation with Southampton Admissions Forum, schools, other relevant admission authorities, and the Church of England and Roman Catholic dioceses be noted;
- (ii) The admissions policies and the published admission numbers (PANs) for community and voluntary controlled schools, including Bitterne Park selection by aptitude and 6<sup>th</sup> form arrangements; the schemes for co-ordinating primary and secondary admissions for the academic year 2021-13; and the scheme for co-ordinating in year admissions from September 2011 as set out in Appendices 1- 7 be approved;
- (iii) The published admission numbers (PAN)s for the following seven schools, which the local authority is the admission authority, to Year R in September 2012 be increased:

Banister Infant School from 45 to 60.  
Fairisle Infant and Nursery School from 90 to 120  
Harefield Primary School from 45 to 60  
Tanners Brook Infant School from 90 to 120  
Valentine Infant School from 90 to 120  
Sholing Infant School from 60 to 90  
St Mark's C of E VC Primary School from 60 to 90

These increases in Year R, 180, admission numbers will provide for the extra places needed to accommodate the increase in the number of children in the city needed school places.

No changes to the PANs of other community and voluntary controlled schools are recommended at this point.

- (iv) The published admission numbers (PAN)s for the following school – Mount Pleasant Junior School, which the local authority is the admission authority, to Year 3 in September 2012 be increased from 60 to 90. This will enable the school to accommodate the increase in PAN numbers at Maytree Infant School approved two years ago.
- (v) The Executive Director for Children’s Services and Learning be authorised to take any action necessary to give effect to the above proposals.

### **CHANGES TO THE SCHOOLS FAIR FUNDING FORUMULA 2011/12**

- (i) To approve an amendment to the Fair Funding Formula for 2011/12, as detailed in Appendix 1, which will allow Standards Fund Grants to be allocated to schools on the same basis as in 2010/11.

### **PROPOSALS TO INCREASE THE NUMBER OF PRIMARY SCHOOL PLACES IN THE CITY**

1. To consider and take into account the outcome of statutory consultation as set out in Appendix 1.
2. To approve the implementation of the enlargement of the following 6 schools from September 2011, creating 130 new places:
  - i. The enlargement by 15 places (0.5FE – forms of entry) per year group of Bassett Green Primary School, with implementation from 1 September 2011, beginning with Year R and continuing incrementally until all 7 years have been expanded. This would have the effect of enlarging the school from 1.5FE (45 places) to 2FE (60 places) per year group, and increasing the net capacity from 315 to 420 by September 1 2017.
  - ii. The enlargement by 30 places (1FE – form of entry) per year group of Glenfield Infant School, with implementation from 1 September 2011, beginning with Year R and continuing incrementally until all 3 years have been expanded. This would have the effect of enlarging the school from 2FE (60 places) to 3FE (90 places) per year group, and increasing the net capacity from 179 to 270 by 1 September 2013.
  - iii. The enlargement by 10 places (0.33FE – forms of entry) per year group of Highfield CE Primary School, with implementation from 1 September 2011, beginning with Year R and continuing incrementally until all 7 years have been expanded. This would have the effect of enlarging the school from 1.16FE (35 places) to 1.5FE (45 places) per year group, and increasing the

net capacity from 233 to 315 by 1 September 2017. This enlargement would be carried out in conjunction with the CE diocese of Winchester.

iv. The enlargement by 15 places (0.5FE – forms of entry) per year group of Kaneshill Primary School, with implementation from 1 September 2011, beginning with Year R and continuing incrementally until all 7 years have been expanded. This would have the effect of enlarging the school from 1.5FE (45 places) to 2FE (60 places) per year group, and increasing the net capacity from 315 to 420 by 1 September 2017.

v. The enlargement by 30 places (1FE – forms of entry) per year group of Moorlands Primary School, with implementation from 1 September 2011, beginning with Year R and continuing incrementally until all 7 years have been expanded. This would have the effect of enlarging the school from 1FE (30 places) to 2FE (60 places) per year group, and increasing the net capacity from 210 to 420 by 1 September 2017.

vi. The enlargement by 30 places (1FE – forms of entry) per year group of Shirley Warren Primary School, with implementation from 1 September 2011, beginning with Year R and continuing incrementally until all 7 years have been expanded. This would have the effect of enlarging the school from 1FE (30 places) to 2FE (60 places) per year group, and increasing the net capacity from 210 to 420 by 1 September 2017.

3. Subject to the condition that changes to the admission arrangements, including the PAN, for each school is approved by the relevant Admission Authority by the implementation date, to approve the implementation of the enlargement of the following 12 schools from 1 September 2012, creating 315 new places:

i. To revoke the proposals approved by Southampton City Council on 9th July 2009 to change Banister Infant School (Community School) Banister Gardens, Westrow Road, Southampton, SO15 2LX from an infant and nursery school to become an all through primary school by changing the age range of pupils to be admitted from 3-7 year olds to 3-11 year olds from September 2013 increasing the size of the school from 135 pupils to 315 pupils by September 2016. Instead, the following alterations will be made to Banister Infant School (Community School) Banister Gardens, Westrow Road, Southampton, SO15 2LX from 1st September 2012. To increase admissions to Banister Infant School by admitting a further 15 pupils to Year R (age 4) from September 2012 and continuing each school year until all years have been expanded and from 1st September 2013 to change Banister Infant School from an infant and nursery school to become an all through primary school by changing the age range of pupils to be admitted from 3-7 year olds to 3-11 year olds. In order to achieve the change of age range up to 60 pupils will be permitted to transfer from Year 2 (age 6) to Year 3 (age 7) or be admitted as casual vacancies to Year 3 (age 7) from September 2013 and in subsequent school years. This will have the effect of enlarging the school from 162 places to 420 places by 1 September 2018. The current net capacity of the school is 162 (excluding the nursery) and the proposed net capacity will

be 420 statutory school age places. The current number of pupils registered at the school is 130 (excluding the nursery). The current admissions number is 45 and the proposed admission number will be 60.

ii. The enlargement by 30 places (1FE – form of entry) per year group of Fairisle Infant & Nursery School, with implementation from 1 September 2012, beginning with Year R and continuing incrementally until all 3 years have been expanded. This would have the effect of enlarging the school from 3FE (90 places) to 4FE (120 places) per year group, and increasing the net capacity from 270 to 360 by 1 September 2014.

iii. The enlargement by 30 places (1FE – form of entry) per year group of Fairisle Junior School, with implementation from 1 September 2015, beginning with Year 3 and continuing incrementally until all 4 years have been expanded. This would have the effect of enlarging the school from 3FE (90 places) to 4FE (120 places) per year group, and increasing the net capacity from 360 to 480 by 1 September 2018. Proposal 3(ii) and 3(iii) are linked.

iv. The enlargement by 15 places (0.5FE – forms of entry) per year group of Harefield Primary School, with implementation from 1 September 2012, beginning with Year R and continuing incrementally until all 7 years have been expanded. This would have the effect of enlarging the school from 1.5FE (45 places) to 2FE (60 places) per year group, and increasing the net capacity from 315 to 420 by September 1 2017.

v. The enlargement by 30 places (1FE – form of entry) per year group of Tanners Brook Infant School, with implementation from 1 September 2012, beginning with Year R and continuing incrementally until all 3 years have been expanded. This would have the effect of enlarging the school from 3FE (90 places) to 4FE (120 places) per year group, and increasing the net capacity from 270 to 360 by 1 September 2014.

vi. The enlargement by 30 places (1FE – form of entry) per year group of Tanners Brook Junior School, with implementation from 1 September 2015, beginning with Year 3 and continuing incrementally until all 4 years have been expanded. This would have the effect of enlarging the school from 3FE (90 places) to 4FE (120 places) per year group, and increasing the net capacity from 360 to 480 by 1 September 2018. Proposals 3(v) and 3(vi) are linked.

vii. The enlargement by 30 places (1FE – form of entry) per year group of Valentine Infant School, with implementation from 1 September 2012, beginning with Year R and continuing incrementally until all 3 years have been expanded. This would have the effect of enlarging the school from 3FE (90 places) to 4FE (120 places) per year group, and increasing the net capacity from 270 to 360 by 1 September 2014.

viii. The enlargement by 30 places (1FE – form of entry) per year group of Heathfield Junior School, with implementation from 1 September 2015, beginning with Year 3 and continuing incrementally until all 4 years have

been expanded. This would have the effect of enlarging the school from 3FE (90 places) to 4FE (120 places) per year group, and increasing the net capacity from 359 to 480 by 1 September 2018. Proposal 3(vii) and 3(viii) are linked.

ix. The enlargement by 30 places (1FE – form of entry) per year group of Sholing Infant School, with implementation from 1 September 2012, beginning with Year R and continuing incrementally until all 3 years have been expanded. This would have the effect of enlarging the school from 2FE (60 places) to 3FE (90 places) per year group, and increasing the net capacity from 174 to 270 by 1 September 2014.

x. Linked to this is the enlargement by 30 places (1FE – form of entry) per year group of Sholing Junior School, with implementation from 1 September 2015, beginning with Year 3 and continuing incrementally until all 4 years have been expanded. This would have the effect of enlarging the school from 2FE (60 places) to 3FE (90 places) per year group, and increasing the net capacity from 239 to 360 by 1 September 2018.

Proposals 3(ix) and 3(x) are linked.

xi. The enlargement by 15 places (0.5FE – forms of entry) per year group of St Patrick's Catholic Primary School, with implementation from 1 September 2012, beginning with Year R and continuing incrementally until all 7 years have been expanded. This would have the effect of enlarging the school from 1.5FE (45 places) to 2FE (60 places) per year group, and increasing the net capacity from 315 to 420 by 1 September 2018. This enlargement would be carried out in conjunction with the RC diocese of Portsmouth.

xii. The enlargement by 30 places (1FE – forms of entry) per year group of St Mark's CE Primary School, with implementation from 1 September 2012, beginning with Year R and continuing incrementally until all 7 years have been expanded. This would have the effect of enlarging the school from 2FE (60 places) to 3FE (90 places) per year group, and increasing the net capacity from 459 to 630 by 1 September 2018. This enlargement would be carried out in conjunction with the CE diocese of Winchester.

**NOTE:**

All the proposals in section 3 are conditional upon the Admissions Authority for each school, the Local Authority for community and Voluntary Community Schools, altering their admissions arrangements and increasing the relevant PAN's (published admission numbers) either through the relevant annual admissions process or by individual in-year application to the Schools Adjudicator. This includes proposals for St Patrick's which, as a Voluntary Aided School are their own admission authority, and would need to apply to the schools adjudicator to increase their PAN from 45 to 60, if/when they are happy with the expansion scheme that the Local Authority are formulating. If the relevant PANs are not increased, the condition required to expand will not be met and the proposals cannot be implemented. In such circumstances the

LA will seek to revoke any proposal that cannot be implemented by the relevant implementation date.

4. To note enlargements to the following two schools, creating 60 places, which do not need statutory proposals, but will be implemented through the annual admissions process.
  - i. The enlargement by 30 places (1FE – form of entry) per year group of Beechwood Junior School, with implementation from 1 September 2014, beginning with Year 3 and continuing incrementally until all 4 years have been expanded. This would have the effect of enlarging the school from 2FE (60 places) to 3FE (90 places) per year group, and increasing the net capacity from 311 to 360 by 1 September 2017.
  - ii. The enlargement by 30 places (1FE – forms of entry) per year group of Mansel Park Primary School, with implementation from 1 September 2011, beginning with Year R and continuing incrementally until all 7 years have been expanded. This would have the effect of enlarging the school from 1FE (30 places) to 2FE (60 places) per year group, and increasing the net capacity from 358 to 420 by 1 September 2017.
5. Subject to complying with Financial and Contract Procedure Rules, to delegate authority to the Executive Director of Children’s Services & Learning, following consultation with the Cabinet Member for Children’s Services & Learning to do anything necessary to give effect to the recommendations in this report.
6. To delegate authority to the Executive Director for Children’s Services & Learning in consultation with the Solicitor to the Council to take any action necessary to comply with the requirements of the Schools Standards & Frameworks Act 1998 and associated legislation, including but not limited to alterations to catchment areas, transport provision and other ancillary matters.
7. To add in accordance with Financial Procedure Rules a sum of £4,735,000 to the Children’s Services & Learning Capital Programme, for Primary Review Phase 2, funded from Basic Need grant.
8. To approve, in accordance with Financial Procedure Rules, capital expenditure of £4,735,000 in 2012/13 from the Children’s Services & Learning Capital Programme for Primary Review Phase 2.
9. To vire, in accordance with Financial Procedure Rules a sum of £574,000 from the Banister Infant Primary Review Phase 1 budget to the Primary Review Phase 2 scheme.

#### **BITTERNE PARK 6<sup>TH</sup> FORM – MODIFICATION OF IMPLEMENTATION DATE**

- (i) To approve a modification to the Cabinet decision of 21<sup>st</sup> September 2009 by way of alteration to the implementation date for the opening of Bitterne Park 6<sup>th</sup> Form from September 2012 to September 2011.



- (ii) Subject to the approval of recommendation (i) above, to approve a modification to the Cabinet decision of 21<sup>st</sup> September 2009 by way of approving the Admissions Policy for the early opening of Bitterne Park 6<sup>th</sup> Form in September 2011 as attached at Appendix 1.

### **LOCAL TRANSPORT PLAN 3**

- (i) That the Local Transport Plan (LTP) twenty year Joint Strategy for South Hampshire developed in partnership with Portsmouth City Council and Hampshire County Council be agreed;
- (ii) That the Local Transport Plan Implementation Plan 2011-2015 for Southampton be agreed;
- (ii) That the Implementation Plan be revised each year and be developed alongside the overall Capital Programme.
- (iv) To delegate authority to the Executive Member for Transport and Environment to make minor amendments to the Implementation Plan annually so as to reflect minor changes.

### **PLANNING PERMISSION REQUIRED FOR HOUSES IN MULTIPLE OCCUPATION**

- (i) To resolve that the making of a direction pursuant to Article 4(1) of the Town and Country Planning (General Permitted Development) Order 1995 on a City wide basis to withdraw the permitted development rights to convert a dwelling house (C3) to a House in Multiple Occupation (C4) is appropriate, and justified, in order to prevent harm to the local amenity and for the proper planning of the Southampton area.
- (ii) To approve the making of the Article 4(1) Direction for the City Boundary attached at Appendix 1.
- (iii) To delegate authority to the Solicitor to the Council, following consultation with the Head of Planning and Sustainability and the Cabinet Member for Environment and Transport to make the article 4 ( 1) direction for the city boundary and to carry out all necessary consultation following the making of the Direction, to notify the Secretary of State in accordance with statutory requirements and to take all other action considered necessary or expedient to give effect to the matters set out in this report.
- (iv) To confirm that, in accordance with the Town and Country Planning (Compensation) (No.3) (England) Regulations 2010, the city-wide Article 4(1) Direction will be effective no earlier than 15<sup>th</sup> March 2012.
- (v) To note that, following public consultation, a further report will be presented to Cabinet reporting on the outcome of the consultation and recommending whether or not to confirm the Direction.

## **PROCUREMENT OF A PARTNER TO DELIVER SPORTS DEVELOPMENT FUNCTIONS ON BEHALF OF THE CITY COUNCIL**

- (i) To approve the procurement exercise to secure a partner to deliver the sports development functions on the Council's behalf
- (ii) To delegate authority to the Executive Director of Neighbourhoods, in consultation with the Executive Director of Resources and the Solicitor to the Council following consultation with the relevant Cabinet Member, to appoint a partner to manage the sports development function on behalf of the Council, in accordance with the framework as set out in confidential appendix 1.
- (iii) To authorise the Executive Directors of Resources and Neighbourhoods, and the Solicitor to the Council to take any further action necessary to give effect to the decisions of the Executive in relation to this matter.

## **APPROVAL TO SPEND CAPITAL FUNDING ON ENVIRONMENT AND TRANSPORT PORTFOLIO SCHEMES IN 2011/12**

- (i) To approve variations, totalling £200,000 in 2011/12, to the Environment and Transport Capital Programme agreed at Council on 16<sup>th</sup> February 2011, as detailed in Appendix 4.
- (ii) To approve, in accordance with Financial Procedure Rules, capital expenditure of £11,206,000 in 2011/12, as detailed in Appendix 2, from the total Environment and Transport Capital Programme of £19,612,000
- (iii) To note the detail of the projects within the Capital Programme for 2011/12 as set out in Appendix 3

## **ADOPTION OF THE SAFE CITY PARTNERSHIP PLAN 2011/12**

- (i) To approve the Safe City Partnership Annual Plan 2011/12 and to recommend the Plan to Council for approval.

## **DISPOSAL OF LAND AT STUDLAND ROAD, REDBRIDGE, SOUTHAMPTON**

- (i) To approve in principle the sale terms of the Studland Road to Raglan Housing Group Limited (Raglan) as detailed in appendix 2.
- (ii) To delegate authority to Head of Property and Procurement in consultation with the Cabinet member for Resources and Workforce Planning to agree detailed terms.

## **WESTRIDGE ROAD CAR PARK**

- (i) To delegate authority to the Head of Property & Procurement to accept the offer set out in the confidential appendix 1 and negotiate final terms for the long leasehold disposal of the property, provided the new owner accepts a legal obligation to continue use the area of land identified on the attached plan

(or a similar area) for free short stay parking regardless of whether motorists shop at the proposed new supermarket and to undertake such ancillary action as necessary in order to exchange contracts on a conditional basis (subject to planning consent and other conditions).

## **2011/12 GRANTS TO VOLUNTARY ORGANISATIONS**

- (i) To approve, subject to impact assessments, the grant recommendations set out in the attached Appendices 1a and 1b.
- (ii) To approve the use of general fund contingencies of £69,136 in 2011/12 to fund the recommendations in this report.
- (iii) To approve that the second instalment of £18,750 of the 2010/11 grant to Solent Sky is carried forward and paid to the organisation in 2011/12.
- (iv) To approve an allocation of £50,000 of the budget to fund the Community Chest small grants scheme.
- (v) To delegate authority to the Manager of the Communities Team following consultation with the Cabinet Member for Local Services and Community Safety to allocate Community Chest grants during the year.
- (vi) To approve the following additions to the standard grants criteria  
Applications will not normally be considered
  - from recently formed organisations for large grants
  - to fund projects that have unsuccessfully tendered for a contracted service (SCC or other)
  - to subsidise contracts (SCC or other)
  - towards political activities
  - for large capital projects
- (vii) To delegate authority to the Executive Director of Neighbourhoods following consultation with the Cabinet Member for Local Services and Community Safety to:
  - determine any outstanding applications for grants for 2011/12 and to authorise grants to applicants subject to remaining within approved budgets
  - to determine notice periods, where appropriate, where grants have been reduced or discontinued
  - do anything necessary to give effect to allocation of grants for 2011/12 and 2012/13
  - progress the work to establish the value of the “help in kind” the council provides to the voluntary sector
  - conduct a review of whether it would be more appropriate to move towards commissioning and purchasing some of the services that are currently grant aided

- (viii) To delegate authority to the Executive Director of Neighbourhoods in consultation with the Cabinet Member for Housing and the Cabinet Member for Local Services and Community Safety to explore the possibility of additional grants being made available to voluntary organisations from the Housing Revenue Account (HRA) for activities of benefit to council tenants.
- (ix) To delegate authority to the Head of Efficiency and Business Transformation in consultation with the Cabinet Member for Local Services and Community Safety and other relevant Cabinet Members to conduct a cross service review of advice services in the city.

## **DECISIONS BY CABINET ON 11<sup>TH</sup> APRIL 2011**

On consideration of the following reports, Cabinet on the 14<sup>th</sup> March 2011 agreed the following:

- (i) To retain discretionary Special Education Needs (SEN) early years transport provision to Weston Shore, whilst a full cost benefit review and options appraisal is undertaken.
- (ii) To retain current SEN primary and secondary transport provision.
- (iii) From September 2012, for 'new' mainstream primary and mainstream secondary pupils, to offer the statutory minimum. Therefore, no change in current policy for the 2011-12 academic year.
- (iv) Having had regard to the duty under s.509AD of the Education Act 1996 to remove all discretionary assistance for 'new' pupils for travel to faith schools from September 2012. Therefore, no change in current policy for the 2011-12 academic year.
- (v) To remove assistance for those who move school in year 10 / 11 from September 2011.
- (vi) To remove all post-16 assistance for 'new' mainstream students attending a mainstream establishment from September 2011, whilst undertaking a review of personal budgets and the possible introduction of a 'local payment'.
- (vii) To delegate authority to the Executive Director of Children's Services and Learning to finalise the text of the Home to School Transport Policies for 2011-12 and 2012-13 for publication.

## **DETERMINATION OF WORDSWORTH INFANT SCHOOL'S PROPOSAL TO EXPAND FROM A 2 FORM ENTRY INFANT TO A 3 FORM ENTRY PRIMARY SCHOOL FROM SOUTHAMPTON 2012**

- (i) To consider and take into account the outcome of statutory consultation as set out in Appendix 1.
- (ii) To approve the implementation of the enlargement of Wordsworth Infant School from a 2FE Infant to a 3FE primary from 1 September 2012. This will be achieved by admitting 30 extra children to year R from 1 September 2012 and in subsequent years. The school will change from an infant school to become an all through primary school by changing the age range of pupils to be admitted from 4-7 year olds to 4-11 year olds. In order to achieve the change of age range the school will expand. Up to 90 pupils will be permitted to transfer from Year 2 (age 6) to Year 3 (age 7) or be admitted as casual vacancies to Year 3 (age 7) from 1 September 2015 and in subsequent years. This would have the effect of enlarging the school from a 2FE (60 places per year group) infant to a 3FE (90 Places per year group) primary, and

increasing the net capacity of the school from 180 to 630 by 1 September 2018.

- (iii) To note that the high level estimate of capital costs associated with the implementation of this decision is circa £4m, and to note the assumptions about affordability as set out paragraphs 11 – 20.

### **HOUSING REVENUE ACCOUNT (HRA) CAPITAL PROGRAMME PROJECT APPROVALS 2011/12 – PHASE 1**

- (i) To agree to bring forward into 2011/12 £190,000 from the 2012/13 unallocated Decent Homes provision in order to provide a budget to carry out decent homes work to void dwellings :
- (ii) To approve, in accordance with Financial Procedure Rules, spending on the following schemes 2011/12

£000s

#### **Decent Homes**

Decent Homes works 11/12	5,598
Disabled Adaptations 11/12	675
Structural Works 11/12	400
Roof Replacement 11/12	300
Electrical Rewires 11/12	300
Total Decent Homes	7,273

#### **Decent Homes Plus**

Cheriton Avenue Land Drain	100
Heating System Upgrade 11/12	350
Energy Saving Programme 11/12	200
Supported Housing conversions 11/12	100
Supported Communal Improvements – Graylings.	590
Programme Management Fees 11/12	420
Total Decent Homes Plus	1,760

#### **Decent Neighbourhoods**

Shirley Improvements	1,000
Footpath Improvements	250
Total Decent Neighbourhoods	1,250

**TOTAL 10,283**

### **PHASE 2 ESTATE REGENERATION PROGRAMME – CUMBRIAN WAY**

- (i) To approve the principle of the sale of Cumbrian Way Parade to Radian Group.
- (ii) To delegate authority to the Executive Director for Neighbourhoods, in consultation with the Solicitor to the Council, Head of Finance and Head of Property and Procurement, to agree the terms of the land sale conditional on planning permission being obtained for the proposed scheme and to make any consequential amendments to the terms of the Council's Funding

Agreement with the Homes and Community Agency (HCA) and specifically to ensure that:

- The intentions of the purchaser with regard to the subsequent redevelopment of the site are consistent with the terms of the Funding Agreement with the HCA such that, as long as the purchaser delivers on those non-binding intentions there would be no repayment to the HCA but if they were not delivered the financial exposure is limited to the sums received from the HCA in relation to Cumbrian Way.
  - The disposal represents best consideration and
  - The Council secures vacant possession of the site
- (iii) Delegate authority to the Solicitor to the Council to amend, finalise and sign the land disposal documents
- (iv) Delegate authority to the Head of Property and Procurement to negotiate and agree the purchase of the parcel of land shown edged red on Appendix 1 (being Cumbrian Way Shopping Parade)
- (v) (a) That subject to reasonable attempts to negotiate the acquisition of the parcel of land referred to in paragraph (iv) above having failed, that the Solicitor to the Council be authorised to make a Compulsory Purchase Order to acquire the parcel of land and any necessary rights for the parcel of land at Cumbrian Way Shopping Parade as shown edged red on the map in Appendix 1, being within the Council's Phase 2 Estate Regeneration Programme, under Section 226(1) (a) Town and Country Planning Act 1990 for the purpose of facilitating the carrying out of redevelopment and improvement of the land.  
(b) The Solicitor to the Council be authorised to approve the basis of each Statement of Reasons for making the Compulsory Purchase Order as set out in Appendix 2.
- (vi) The Solicitor to the Council be authorised:
- (a) To make, advertise and secure confirmation and implementation of the Compulsory Purchase Order referred to in paragraph (iv) above.
  - (b) To acquire interests in or rights over the land shown edged red on Appendix 1 either by agreement or compulsorily.
  - (c) To amend the Statements of Reasons referred to in Appendix 2 above as required.
  - (d) To approve agreements with land owners setting out the terms for withdrawal of any objections to any of the Compulsory Purchase Order (to include payment of compensation), including where appropriate seeking exclusion of land from any Order.
  - (e) To represent the Council in any Inquiry into the confirmation of the Compulsory Purchase Order.
  - (f) To approve (once vacant possession and planning permission has been obtained) the service of a Final Demolition Notice and the demolition of the buildings and structures on the land edged red in Appendix 1.

## **OBJECTION TO PROPOSED DISPOSAL OF MAYFIELD LODGE**

- (i) To consider and determine the objection received in respect of the proposed disposal of Mayfield Lodge.
- (ii) If after Cabinet considers the objection it is considered the sale should proceed to approve the disposal of Mayfield Lodge.

## **PORTSWOOD RESIDENTS GARDENS CONSERVATION AREA APPRAISAL AND MANAGEMENT PLAN**

- (i) To adopt the Conservation Area Appraisal and Management Plan (CAAMP), and to agree that the policies contained within the Management Plan will guide future development proposals in the Conservation Area.



## Civic and Ceremonial Protocol

A Member will be elected by Full Council each year to hold the office of Chairman. The Chairman of the Council will be known as the Mayor when carrying out his/her civic and ceremonial role. The responsibilities of the position will be carried out in accordance with the guidance contained in this Protocol. This Protocol should be read in conjunction with the Civic Handbook – The Role of the Mayor and Sheriff.

### Key responsibilities of the Mayor

1. To chair meetings of the Council effectively.
2. To preside over civic functions, including but not limited to the Remembrance Service, ~~to host the Annual Civic Service and~~ the reception following the annual meeting and to promote the City of Southampton Awards Scheme.
3. To act and conduct him/herself as the first citizen and ambassador of the Council in promoting the City of Southampton and the Council's aims including its vision.
4. To lead the community in support of the Council's values and visions, to provide community leadership and to proactively engage with the Council, its priorities, aims and objectives and the partners of the Council (including, but not limited to, the local strategic partnership) in supporting the City and its citizens.
5. To assist the promotion of good causes. To promote, raise the profile and gain publicity for projects and events that are of a good charitable or voluntary nature that benefit the citizens of Southampton, particularly smaller organisations.
6. To attend funerals of officers who die in service and civic dignitaries past and present.
7. To raise funds for the charities chosen by the Mayor, and to announce to the AGM Full Council a charity or charities that will be supported during the Civic Year that will benefit the citizens of Southampton. The Mayor will report the amount raised to the AGM.
8. To give a summary of activities / achievements during the year at the AGM.
9. To represent the Council at events, including any international visits which should promote the Council's aims, values and/or vision.
10. To encourage citizenship and participation in the life of the City.
11. The Deputy Mayor will undertake a similar role as the Mayor and will be known as the Sheriff when carrying out his/her civic and ceremonial role. The Sheriff and the Mayor will work together in developing a programme that would successfully fulfil the above roles.
- ~~12. To Chair Standards and Governance Committee.~~
13. To observe civic protocols when undertaking the civic and ceremonial role.

## Key responsibilities of the Sheriff

1. To deputise for the Mayor, when appropriate, and undertake the key responsibilities of the Mayor, at the direction of the Mayor.
2. To chair Court Leet and Beat the Bounds.
3. To attend the Annual Sheriff's Conference.
4. ~~To establish a local Sheriff's Association in Southampton and review the links and operation of the office of the Sheriff on an annual basis.~~

## CIVIC PROTOCOLS

### Definitions

In these protocols:

- ~~• 'The Committee' is the Standards and Governance Committee~~
- 'The Mayor's Office' is the office and staff designated by the Head of Legal and Democratic Services ~~Solicitor to the Council~~ as supporting the Mayor and Sheriff

### 1. INTRODUCTION

- 1.1 The Mayor, Sheriff and their escorts / consorts, when undertaking their civic and ceremonial roles, shall:
  - 1.1.1 not bring the Council into disrepute through abuse of office;
  - 1.1.2 follow any instructions issued by the Mayor's Office;
  - 1.1.3 not attend any function or otherwise give support to any organisation or person, whose objectives are contrary to law and/or Council policy,
  - 1.1.4 not solicit engagements or visits at home or abroad or otherwise procure favours by virtue of office; and
  - 1.1.5 not overspend the budget / allowance allocated by the Council to the Mayor.
  - 1.1.6 it will be the Mayor and/or Sheriff's responsibility to ensure that, in attending any event or initiative on behalf of the Council when undertaking their civic and/or ceremonial roles, that the Mayor and/or Sheriff and their escorts / consorts, shall behave in a manner appropriate and fitting to their position as First and Second Citizens of the City, and any breach of this protocol may constitute a breach of the Code of Conduct for Members.

### 2. ANNUAL MEETING OF THE COUNCIL / COUNCIL MEETINGS

- 2.1 The Annual Meeting includes the Mayor Making ceremony. The Mayor's Office will prepare the Council's guest list in liaison with the Head of Legal and Democratic Services ~~Solicitor to the Council~~. Traditionally the incoming Mayor and Sheriff are

allowed a personal guest list of approximately 10. These are usually family, friends and work colleagues whom the Mayor invites to the Mayor Making Ceremony and the parlour for refreshments after the meeting.

- 2.2 The Mayor will be guided and supported in chairing Full Council meetings by the Director of Corporate Services~~Solicitor to the Council~~, who will provide the Mayor with appropriate support, guidance and assistance including (but not limited to) briefing the Mayor prior to the Council meeting on procedural and other relevant issues.

### 3. THE ELECTION OF THE MAYOR

- 3.1 The election of a Chairman of the Council (Mayor) shall be the first item of business conducted by the Council in accordance with Local Government Act 1972 and the Constitution. The process shall be that required by law and the Constitution. If making nominations and undertaking this process, members shall take account in nominating any prospective candidate of the responsibilities of the job as set out in this Protocol, and Members shall, subject to the inherent discretion of the Council to elect whomsoever they deem fit as Chairman / Mayor within the law and the Council's Constitution use their best endeavours to avoid a contest at the Annual General Meeting.

### 4. SUPPORT TO CHARITIES

- 4.1 The Mayor must abide by any guidance issued from time to time by the Director of Corporate Services and/or the Head of Legal and Democratic Services~~Solicitor to the Council~~ and/or the Chief Finance Officer in respect of the Mayor's charities and/or the budget allocated to the Mayor by the Council.
- 4.2 The Mayor may select one or more charities that s/he shall announce at the Annual General Meeting, which s/he shall support. These charities will already be established and registered with the Charity Commission. If, in the opinion of the Chief Financial Officer, any charity is unacceptable for legal or financial reasons, the Mayor shall select an alternative.
- 4.3 All administrative functions related to the Mayor's charities must be undertaken by the appropriate officers of the charity in question and not by the Mayor or the Council, or the Mayor's Office.

#### The Mayor's Charity

- 4.4 It is expected that the charity will undertake all fund raising and its administration, as the Council does not have the staffing resources to support this type of activity. However, the staff in the Mayor's office are happy to advise the charity as to the suitability of events, appropriate procedures and matters of protocol if required. The Mayor's Office will organise the annual charity ball on a date to be agreed with Live Nation and in discussion with the Mayor. The Mayor and the charity will assist in the procurement of raffle and auction prizes for this event.
- 4.5 The Mayor's Charity has been registered with the Charity Commission. A ~~new bank~~ account is held~~has been opened~~ with the Co-operative Bank and the ~~Mayor's Office~~ ~~Manager~~Senior Civic Officer will undertake the day to day administration of this

account. All monies raised during the mayor's year of office will be distributed to the chosen charities as soon as possible after the end of the mayor's term of office.

~~The Mayor's Office will organise annually a charity ball on a date to be agreed with Clear Channel and in discussion with the Mayor. The Mayor's Office will also provide support for one other event to be held in the Guildhall, for example, a charity concert. In addition to this, however, the Mayor's Office will provide appropriate support and advice to the Mayor and/or his chosen charities to assist the Mayor and/or the charities during the Mayoral year.~~

## 5. APPOINTMENT OF CHAPLAIN

5.1 The Mayor ~~shall~~may appoint a Chaplain, and in accordance with the Council's values and visions maintain the establishment of the panel of religious advisers as established in 2003. The Mayor's Office shall advise any incoming Mayor on these issues and options.

~~5.1~~—5.2 To encourage a deeper and broader relationship between the Council and faith communities, the religious advisers will act as a 'sounding board' to advise on effective engagement with faith communities, and the impact of Communities and Local Government policy on faith communities.

## 6. ANNUAL CIVIC SERVICE

6.1 The Mayor may hold an Annual Civic Service. This is normally held in June at the place of worship determined by the Team Rector of the City Centre Parish. Alternatively, the Mayor may hold an alternative event which will enhance the Council's understanding of, and engagement, with faith communities in the City. Such events. The Annual Civic Services must be inclusive of all sections of the community and open to all faiths. ~~The Mayor's Office holds the guest list.~~

## 7. EVENTS

7.1 The Mayor should work with the Mayor's Office to produce a proactive programme, which meets the Civic and Ceremonial Portfolio objectives. The Mayor will take account of the Executive's requirements and priorities in determining the programme. All invitations to civic / ceremonial events to be undertaken by the Mayor and/or Sheriff or any proposal for a civic event or engagement, however arising, will be processed through the Mayor's Office who will liaise closely with the Mayor, conduct any necessary research and advise the Mayor and/or Sheriff on their suitability. Attendance at all engagements will be co-ordinated by the Mayor's Office. Events attended by the Mayor should be of a non-political nature. The advice of the Leader and/or Head of Legal and Democratic Services~~Solicitor to the Council~~ should be sought if necessary. Delegations or visits led by the Mayor to places outside Southampton should be subject to appropriate planning and reporting, and must be organised by the Mayor's Office.

7.2 The Sheriff should cover events / engagements that the Mayor is unable to undertake. Where the Sheriff is not available, the Council's representative should be a Councillor (with priority for former Mayors). Invitations should only go beyond Sheriff when it is considered that the lack of civic presence would be seen as detrimental to the Council. The Mayor's Office should decide this in consultation with the Head of Legal and Democratic Services~~Solicitor to the Council~~ when necessary. As the consorts / escorts of both the Mayor and Sheriff have no legal status, they

should rarely attend functions independently of the Mayor or Sheriff. Consorts / escorts must never attend an event / engagement as a representative of the Council.

- 7.3 At events hosted by the Council, such as conferences and seminars, the Mayor will normally give a welcome to delegates. At events promoting Council achievements (eg opening new facilities) the Mayor will normally undertake ceremonial duties such as cutting of a ribbon, and the appropriate Cabinet Member will normally make the official speech.

## 8. VISITS ABROAD

- 8.1 Any planned visits abroad should be discussed with the Mayor's Office who will refer the issue to the Head of Legal and Democratic Services~~Solicitor to the Council~~ if necessary. Visits should be for official purposes and not of a personal or political nature.

- 8.2 If the Mayor proposes such a visit, as a guide it will be necessary to consider the following:

8.2.1 the purpose of the visit, the benefits to Southampton and its residents and how it will contribute to the city and/or detailed itinerary;

8.2.2 the names of others who will be accompanying the Mayor, details of the costs and any hospitality that will be received and from whom;

- 8.3 Invitations abroad should be arranged through the Mayor's Office. The Head of Legal and Democratic Services~~Solicitor to the Council~~ will decide on any logistical or other arrangements necessary or appropriate or ancillary to any visit abroad, eg whether or not officers of the Council should accompany the Mayor.

## 9. ADMIRAL OF THE PORT

- 9.1 As Admiral of the Port, the Mayor has no formal powers as such associated with this particular office. However, in view of the historic relationship between the City Council and particularly the Mayor as Admiral of the Port and port-related activities and because of the significance of the port to Southampton's life, the Mayor shall maintain, promote, enhance and support those links, whether in the business, leisure, tourism or other aspect of the City's life.

## 10. ALLOWANCE

- 10.1 Both the Mayor and Sheriff are paid an allowance during their term of office to reflect expenses incurred. This is to cover ~~any clothing required~~, general expenses and receptions they wish to host. The Mayor and the Mayor's Office should ensure that overall spend on the civic purse, civic hospitality and civic functions is within budget. The Mayor should abide by any rules of guidance issued from time to time by the Head of Legal and Democratic Services~~Solicitor to the Council~~ and/or the Chief Finance Officer in respect of the Mayor's charities and/or the budget allocated to the Mayor by the Council.

## **11. USE OF THE OFFICIAL CAR**

- 11.1 The Mayor and Sheriff may use a car provided by the Council to undertake their duties. Use of the official car is managed through the Mayor's Office. The chauffeur and official car may not be used by the Mayor and Sheriff other than in the civic and ceremonial capacity of these offices. The chauffeur and official car are the assets of the Council under the control of the Mayor's Office. Instructions to the chauffeur are given by the Mayor's Office. It is normal for the Mayor or their escort to be collected from the Mayor's residence; where this is not practical, arrangements shall be agreed in advance with the Mayor's Office.

## **12. USE OF MAYOR'S OFFICE AND PARLOUR**

- 12.1 The Mayor and Sheriff may use accommodation (the Mayor's office and parlour) provided by the Council to undertake their duties. Use of this accommodation is managed through the Mayor's Office. The Mayor and/or Sheriff shall not use this accommodation other than for civic and/or ceremonial purposes without the prior consent of the Mayor's Office. The accommodation is the asset of the Council under the control of the Mayor's Office.

## **13. ACCEPTANCE OF GIFTS**

- 13.1 Personal gifts received by the Mayor and Sheriff must be declared in the normal way. Gifts presented to the Mayor and /or Sheriff (in his/her ceremonial capacities as first or second citizen for the City) shall be accepted by the Mayor or Sheriff for the city / Council, may not be retained by the Mayor or Sheriff either during their municipal year or after and shall be passed to the Mayor's Office who shall manage such gifts on behalf of the Council. Gifts received during the year shall be displayed in the Mayor's Parlour. In exceptional circumstances, the Head of Legal and Democratic Services ~~Solicitor to the Council~~ may decide that it is appropriate for them to retain a gift (for example, when the gift is of nominal value and/or similar gifts are presented to and retained by other Members and/or Officers).

## **14. USE OF IMAGES OF THE MAYOR AND/OR SHERIFF IN ELECTORAL MATERIAL**

- 14.1 It is considered inappropriate for the Mayor and/or Sheriff to appear in any electoral material, whether associated with their election, or another candidate's election, in any official regalia or robes. The Mayor and Sheriff should use all reasonable endeavours to avoid this from occurring. Any such occurrence may well be reported to the Standards and Governance Committee and/or the Standards Board for England, depending upon the circumstances.

## **15. MEDIA**

- 15.1 Given the status of the Mayor and Sheriff as First and Second Citizens of the City, any dealings with the media should be conducted via Public Relations and the Mayor's Office should be advised. The Public Relations team are responsible for dealing with the press and media on behalf of the Council. Therefore, all official communication relating to the Council (but not party political or private matters) should be dealt with by the team. The Mayor and Sheriff should be aware that any

private / party political communications they issue may bring their office into disrepute and should always, therefore, seek advice before doing so.

## 16. SUPPORT FROM THE MAYOR'S OFFICE

16.1 The Mayor's Office will provide to the Mayor and Sheriff upon their appointment to office information on:

16.1.1 The different allowances and how they may be used;

16.1.2 Awareness of tax liabilities of allowance

16.1.3 Local charities and regular yearly events and functions;

16.2 During the Civic year, the Mayor's Office will:

16.2.1 manage the civic diary and ensure arrangements for chauffeur are in place;

16.2.2 receive and follow up invitations;

16.2.3 arrange occasional events;

16.2.4 give proper briefings and advice as necessary;

16.2.5 manage the budget, in consultation with the Chief Democratic and Members' Services Manager/Officer;

16.2.6 prepare necessary reports for the Council / Committee etc;

16.2.7 provide such other support as is necessary and appropriate.

16.3 The Mayor's Office and officers working in the Mayor's Office work for the Council and are under the managerial control of the Chief Democratic and Members' Services Manager/Officer and ultimately the Head of Legal and Democratic Services Solicitor to the Council.

## 17. SUPPORT FROM THE REST OF THE COUNCIL

17.1 During the course of the Mayoral year, the Mayor and the Executive Director will liaise regularly. The Mayor's Office will take steps in order to enable regular briefings to take place, and will liaise with the Executive Director to ensure this happens.

17.2 At the commencement of the Mayoral year, the Mayor will have meetings with the Chief Executive, Executive Directors, Chief Financial Officer and/or Head of Legal and Democratic Services Solicitor to the Council, so the Mayor may be briefed and aware of issues of interest. The Mayor's role will include supporting the council's corporate priorities and the key themes that the Mayor wishes to adopt should be explored to ensure they match the council's corporate plan. In this way, all of the engagements and initiatives that the Mayor undertakes will be supportive of the work of the council.

17.3 During the Mayoral year the Mayor may wish to be briefed by officers on other issues of interest to the Mayor or on issues that arise relevant to the Mayoral duties. Meetings may also be arranged on behalf of the Sheriff.

## 18. END OF YEAR REPORT

18.1 At the end of the Mayor's municipal year, the Mayor's will have the opportunity to review the year with the Head of Legal and Democratic Services Solicitor to the Council and the Chief Democratic and Members Services Manager/Officer. The



~~views of the Mayor will be taken into account in making changes to this protocol, the work of the Mayors Office and in the planning of future initiatives. A report on the work of the Mayor will be included on the Mayors web page. Office shall prepare on behalf of the Mayor a report to the next Standards and Governance Committee, particularly in the light of this protocol, so that Standards and Governance Committee may consider the views of the Mayor and review the protocol as appropriate in the light of those comments. If the Mayor has ceased to be a Councillor at the time when such a report is to be considered by Standards and Governance Committee, at the discretion of the Chair of Standards and Governance Committee, the ex-Mayor will be invited to present a report and address the Standards and Governance Committee on the issues set out in this paragraph.~~

## **19. CIVIC EVENTS CO-ORDINATION TEAM**

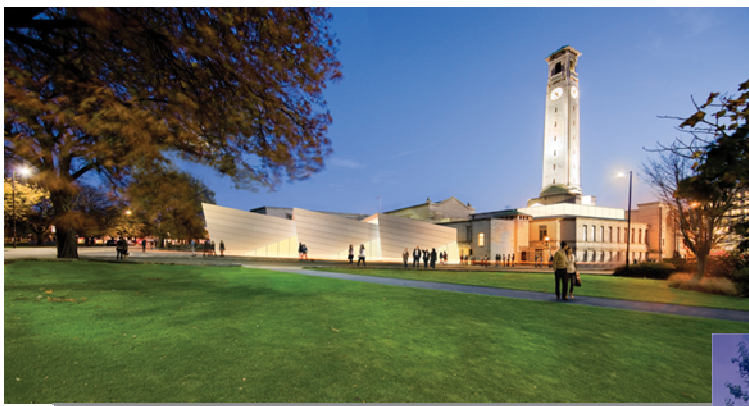
- 19.1 ~~Following identification of the key themes that the Mayor wishes to adopt, a meeting will be held with the Leader of the Council to set a programme for the co-ordination of events. The meeting will ensure that appropriate Members and Officers represent the Council according to the type of function and will advise external organisations to whom representative invitations should be addressed. The programme of events will be reviewed by MBODCOMT on a quarterly basis to ensure that the programme continues to match the council's corporate objectives.~~

~~The Executive Director for Resources runs a small forum of officers from across the authority to provide advice to the Leader of the Council, Cabinet, Mayor, Sheriff, Group Leaders and Chief Executive on civic invitations, representation and protocol. The Group, which includes the Mayor's Office Manager, ensures that appropriate Members and officers represent the Council according to the type of function, advises external organisations to whom representative invitations should be addressed, draws up lists of who should be invited from the City communities to civic events, anticipates important anniversaries and events and seeks political guidance on whether the Council wishes to mark these occasions in any way, and provides general advice within the ambit of this protocol to the Mayor, Sheriff, Leader, the Mayor's Office and, where appropriate, Members and officers in relation to all aspects of co-ordination of civic invitations, representation, etc.~~

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SOUTHAMPTON CITY COUNCIL

**OVERVIEW & SCRUTINY  
ANNUAL REPORT 2010/11**



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# Chair's Introduction

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## **Councillor Stephen Barnes-Andrews Chair of Overview & Scrutiny Management Committee**

In 2010/2011, the Overview and Scrutiny Management Committee (OSMC) continued to hold the Executive to account. We received the annual report on Keeping Children Safe, and noted and welcomed the improvements in this area during the last twelve months. The OSMC has adopted more focussed agendas. There has been no use of the Councillor Call for Action procedure this year. However, we called in one Executive decision because the item had not appeared on the forward plan in time for us to discuss it.

Members of the public have been encouraged to make their views known to the OSMC in a variety of ways. As a result of this, the Executive changed its decision on the Annual Grants Award to the voluntary sector, and amended its decision on Shopmobility.

We need to be realistic about future changes and adopt a different approach to scrutiny that is able to achieve more with less. It is unfortunate that during the next municipal year, the scrutiny function will probably have to be reduced to the OSMC and one other Scrutiny Panel. This Panel will look primarily at health issues. The changes will need to be agreed by Full Council in May.

Developments proposed for the OSMC in 2011/12 include the following:

- One meeting of the OSMC to be attended by the full Cabinet to discuss the plans for the year ahead (June)
- The Leader will attend in December to be scrutinised on budget issues
- We plan to conduct OSMC meetings in venues which are more accessible to the members of the public who will be effected by the decisions in hand, e.g. A Sixth form college to discuss issues for NEETS
- The OSMC will oversee up to two inquiries in the next municipal year.

I would like to thank all members of the OSMC for their hard work. I want to particularly thank Councillor Vinson for his support. Thanks are also due to the Chairs of the Scrutiny Panel's who have ensured that inquiry reports were concise and relevant. These are detailed in the report that follows. We have dedicated officers working on scrutiny, as part of their duties, who have ensured that the agendas and meetings were effective.

### **Overview & Scrutiny Management Committee Membership:**

Councillor Stephen Barnes-Andrews (Chair)

Councillor Adrian Vinson (Vice-Chair)

Councillor Gavin Dick

Councillor Neil Fitzgerald

Councillor Beryl Harris

Councillor Matthew Jones

Councillor Anthony Kolker

Councillor Linda Norris

Councillor Richard Williams

### **Appointed Members:**

John Bettridge, Parent Governor Representative

Mrs Mandy Bishop, Parent Governor Representative

Mrs Urzula Topp, Church Representative

## 2010/11 Achievements

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During 2010/11 the work of the OSMC and the 3 Scrutiny Panels has focussed on improving outcomes for the City of Southampton. The primary tool available to the scrutiny function to deliver this objective is to ensure that decisions made affecting the City are better informed.

To ensure a more considered debate takes place, throughout the year the OSMC, and the Scrutiny Panels, have encouraged the attendance of members of the public, community groups and stakeholders at meetings in which decision makers are being held to account.

Examples where this has been effective include the following:

- **Grants to Voluntary Organisations** – Representatives from voluntary organisations and members of the public filled a conference room in Solent University's James Matthews Building to discuss the proposed grant awards for 2011/12 with the Cabinet Members for Local Services and Community Safety, and Resources and Workforce Planning. Following the debate, the Executive amended the decision on the level of grant to voluntary organisations reflecting the strength of the argument presented to the Cabinet Members.
- **Temporary Relocation of the Neuro Rehabilitation Unit** – At a meeting of Scrutiny Panel B information provided by staff, and relatives of former patients, was considered during the discussion with Southampton University Hospitals Trust (SUHT) about the temporary relocation of the Neuro Rehabilitation Unit at Victoria House. This item is discussed in detail later in this report but following the deliberations SUHT agreed to ensure the views of patients, carers and staff are considered on the future developments relating to the Unit, and they will communicate developments more clearly in the future. This is representative of the effective role Scrutiny Panel B has played in influencing decisions that impact on health provision across the City in 2010/11.
- **Take-Over Day (Bitterne Walk-In Centre)** – Scrutiny Panel B formally responded to the changes proposed by NHS Southampton City with regards to Bitterne Walk-In Centre. This is discussed later in the report. To coincide with National Takeover Day, a day in the year when organisations give young people the opportunity to gain some experience of decision making, the scrutiny team ran a workshop with 8 young people from schools in the east of the City.

The young people got a feel of what it was like to be a Councillor by taking part in a scrutiny meeting on the proposals to change the opening hours of Bitterne Walk-In Centre. Following an introduction by the Chair of the OSMC, the young people formed their own Panel. They elected a Chair and Vice Chair and proceeded to questions officers from NHS Southampton City on the proposals. They then used the Council's MOSAIC tool to help them develop a response to the consultation. The response was submitted to NHS Southampton City ensuring that the views of local young people were represented when the decision was made.

In 2010/11 the OSMC built upon existing processes to become more effective at holding the Executive, and other decision makers across the City, to account. This has been achieved through:

- **Performance Monitoring** - Regular monitoring of performance by the Committee has enabled trends to be identified and examined with the appropriate Cabinet Member.
- **Strengthening Scrutiny of Safeguarding** – In 2010/11 the OSMC strengthened the arrangements regarding the scrutiny of Safeguarding in Southampton, including inviting the Independent Chair of the Local Safeguarding Children's Board to attend a meeting of the Committee. This has helped to provide members of the OSMC with an overview of Safeguarding across Southampton, and as a result has enabled the Committee to effectively challenge decision makers within the responsible agencies to improve safeguarding of children and young people in the City.

These developments are in addition to:

- Delivering a programme of Scrutiny Inquiries which will inform future strategies and policies of the Council, and its' partners (these are detailed in the following reports of the Scrutiny Panel Chairs);
- Making scrutiny more accessible and effective by reducing the length of meetings and delivering fewer, more focussed inquiry recommendations.

# The Purpose and Functions of Overview & Scrutiny

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## Decision making context

The **Full Council** of 48 Councillors approves the policy framework which sets out the key policies and programmes for the main services provided by the Council. In February each year Council meets to set the Council Tax for the following year.

The **Executive** (Cabinet and individual Cabinet Members) make decisions relating to services provided by the Council, except for those matters which are reserved for decision by the full Council, planning and licensing matters which are dealt with by specialist regulatory panels. The Executive is made up of a Leader, elected by Council, and his or her appointed Cabinet Members.

The **Scrutiny** function helps to inform the decision making process improve the way the Council works. They assess what impact the Executive's policies and plans will have on the City and its residents.

Scrutiny is a process for

- Holding the Executive, chief officers and senior members of staff to account for the discharge of its functions by examining, challenging and, if necessary requesting changes to Executive Decisions made but not yet implemented.
- Scrutinising and reviewing policies and practices within a cross-service remit, assisting in the development of such policies and practices and Scrutinising policy outcomes – e.g. the implementation of strategic priorities
- Reviewing decisions and policies made by the Executive and considering whether they are right for the City
- Assessing the Council's performance against its planned targets and monitoring critical success factors
- Reviewing the work of other partnerships and public sector organisations in the City, particularly the Safe City Partnership and health agencies.
- Championing issues of local concern to residents and contribute to the policy development and service improvement.

## Overview & Scrutiny Management Committee

The Overview and Scrutiny Management Committee is a parent committee that manages the overview and scrutiny process and meets on a monthly basis. The membership for Overview and Scrutiny Management Committee is appointed for the municipal year at the Annual Council meeting in May.

There are a number of Scrutiny Panels which support the work of the Executive and the Council as a whole. These Panels predominantly carry out an annual work programme of Scrutiny Inquiries approved by the Overview and Scrutiny Management Committee. These arrangements allow citizens to have a greater say in Council matters by holding public inquiries into matters of local concern. These Inquiries lead to reports and recommendations which advise the Executive and the Council as a whole on its policies, Budget and service delivery.

In addition Scrutiny Panels undertake scrutiny activities specified in legislation. Scrutiny Panel A challenges the partners that comprise Southampton's Safe City Partnership, and Scrutiny Panel B scrutinises the operation of health agencies in Southampton.

The Overview and Scrutiny Management Committee also monitors the decisions of the Executive and can 'Call-In' a decision which has been made by the Executive but not yet implemented. This enables them to consider whether the decision is appropriate.

## Councillor Call for Action

Enables all Councillors to refer single ward issues, or 'Local Government matters', to Overview and Scrutiny Committees.

## Scrutiny Panels

- Scrutiny Panel A
- Scrutiny Panel B
- Scrutiny Panel C

# Scrutiny Panel A

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**Councillor Neil Fitzgerald**  
**Chair of Scrutiny Panel A**

## **Panel Members**

Councillor Kolker (Vice-Chair)

Councillor Damani

Councillor Morrell

Councillor Odgers

Councillor Turner

Councillor Willacy

During 2010/11 Scrutiny Panel A undertook the statutory scrutiny of the Crime and Disorder Reduction Partnership, The Southampton Safe City Partnership, and conducted inquiries into Highway's Asset Management and Primary School Educational Attainment for Children with Special Educational Needs.

## **Scrutiny of the Southampton Safe City Partnership**



The Panel have had two meetings, in September 2010 and February 2011, to scrutinise crime and disorder matters in Southampton.

The Panel considered:

- The partnership approach to public reassurance;
- Priorities for the Safe City Partnership;
- The emerging issues and priorities for the Safe City Plan;
- Progress against the Crime and Disorder Partnership Review; and
- Issues from the Police Reform and Social Responsibility Bill.

Key outcomes recommended by the Panel include:

- Wider communication with ward members on public confidence letters;
- Sharing of safety initiatives in Southampton City Centre with residents;
- Support for the use of local ward profiles in prioritising safety activity;
- To aid analysis, include numbers alongside percentages when considering performance information.



## **Highways Approach to Asset Management**

Scrutiny Panel A undertook the Highways Approach to Asset Management Inquiry over two meetings in June and July 2010. The purpose of the Inquiry was to understand how the state of the roads and pavements in Southampton are assessed, with a focus on how the Council prioritises repairs, allocates resources to manage the asset accordingly and keep those who have an interest informed.

The Inquiry identified that £14.7m was spent in 2009/10 to keep the City moving. This included laying 17 miles of blacktop, fixing 5,096 defects and potholes, managing 13,500 road openings by utilities, as well as delivering a multitude of other general and maintenance works.

For decades Southampton has suffered underinvestment whilst seeing increased traffic volume, especially along the A35 Western Approach.

Despite these challenges the Panel recognised that there is much to be proud of in the way the City's highways are managed. Recent years have seen significant improvements to the road conditions and a MORI survey showed our Highways Services to be the most improved out of 76 authorities. The introduction of the Transport Asset Management Plan, which has a non-political approach developing the annual programme of works, was considered to be best practice by the Panel.



The City's highways need much greater investment and the service is confident that the partnership with Balfour Beatty will deliver improvements for Southampton's roads and pavements in the next 10 years. Overall, the partnership alone will not solve the City's declining highways asset and there may come a time when a more challenging policy direction is needed.

The 7 recommendations from the Inquiry primarily cover issues for Southampton City Council's Highways Client Team, Planning, and the Highways Partner, Balfour Beatty. They set out a number of proposals based on key issues around policy development, increased member involvement, improved communications and utilities works.

The key recommendations of the Inquiry include:

- Greater involvement of members in development of the Highways Annual Plan and Local Transport Plan;
- Effective communication with members, residents and business about planned works in their area; and
- Greater coordination and effective quality control of reinstatement standards required from utility road openings, ensuring communication with communities about works and delays.

The Cabinet response to the Inquiry recommendations will be presented to the Executive on 6th June 2011.

### **Primary School Educational Attainment for Children with Special Educational Needs**

The above Inquiry was undertaken by Scrutiny Panel A over four meetings between October 2010 and March 2011. The final report from the Inquiry will be submitted to the Overview and Scrutiny Management Committee in June 2011.



The purpose of the Inquiry was to understand and consider how children of primary school age with special educational needs (SEN), including children with Attention Deficit Hyperactivity Disorder (ADHD), are supported by primary schools and the Primary Care Trust to achieve their maximum potential and prepare for secondary education.

There are just over 6,500 children with some level of special educational needs in Southampton maintained schools, equating to just over a quarter of all pupils. 2% of primary school pupils have a statement, with the proportion of children with SEN but not a statement (25%) being above the national average. This follows the national trend for increasing self assessment of special educational needs within schools.

Provision for SEN ranges from mainstream provision to special schools through psychology, mental health (CAMHS) and disability services to funding special outreach work and the Southampton Parent Partnership service. The Panel noted that services were most effective where they worked jointly on outcomes for the child with special educational needs or disabilities.

Overall performance has seen improvements in the key stage 1 SEN attainment gap in both Mathematics and Reading, although there is room for improvement for pupils with statements. The link between children with SEN and receiving free school meals was highlighted and the Panel welcomed proposals for a pupil premium, provided the money is used for services to improve the child's outcomes. The Panel noted best practice at a number of schools that focus on outcomes for each child and welcome Government proposals to measure outcomes for children with SEN more effectively.

The Panel noted that any achievements in improved outcomes for children with SEN required commitment from teachers, pupils and parents alike. Strong leadership from the head teacher made the crucial difference to the level of support for SEN – although inspection results for 2009/10 show that the quality of learning for SEN is not consistently spread across the City. Many children with special educational needs experienced complex issues around their family life and environment, which were not easily resolved. The

Panel felt that all primary school children would benefit from many of the techniques and best practice used for supporting children with special educational needs.

Feedback from parents was mixed on their experience in relation to support for their child with SEN ranging from very positive to confusion, frustration and mistrust. The Panel also noted that parents of children with ADHD may also have the same condition making their situation more difficult. Overall, the Panel felt that services for Behavioural, Emotional and Social Difficulties were the least developed.

The key emerging recommendations from the inquiry were to:

- Share SEN best practice to all schools;
- Raise awareness and reward achievements in reducing attainment gaps and improving outcomes for children with SEN;
- Develop a simple and coordinated multi-agency approach for SEN services and outreach to schools and parents to maximise the benefits and opportunities to improve outcomes for children with SEN with the proposed pupil premium; and
- Consider opportunities to develop a multi-agency approach especially for families with most complex needs, including ADHD.

# Scrutiny Panel B

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**Councillor Capozzoli**  
**Chair of Scrutiny Panel B**

## **Panel Members**

Councillor Daunt (Vice-Chair)

Councillor Drake

Councillor Harris

Councillor Marsh-Jenks

Councillor Payne

Councillor Parnell

In 2010/11 Panel B undertook the statutory health scrutiny function. The period saw a number of significant changes taking place at both a local and national level. The Panel has worked closely with local health services including NHS Southampton, Southampton University Hospitals Trusts, Hampshire Partnership Foundation Trust and Solent Healthcare, as well as the Southampton Link and the Council's Executive, in scrutinising these changes. The Panel held 10 meetings during the period. Key highlights for the year include:

## **Equity and Excellence: Liberating the NHS**

The Panel scrutinised the Government's NHS reform White Paper - Equity and Excellence: Liberating the NHS. Their response to the consultation included points on:

- **HealthWatch:** Concerned about the lack of certainty regarding funding for LINks; the need for a shift in the type and level of skills and support provided when Healthwatch is established and their level of independence.
- **The NHS Commissioning Board:** The size of the task faced and the need for outposts of the Board that should cover the correct geographic areas.
- **Health and Well-Being Boards:** The scrutiny role retained outside of the Health and Well-Being Boards.
- **Performance:** Welcome the increased focus on outcome based performance measures.
- **Integrated Commissioning:** Concern that moving the focus of the health service from a medical model to a more integrated model of health care could be lost with the move to GP consortia.

The Panel's response formed part of a joint Southampton City Council, NHS Southampton and stakeholders response. Many of the points submitted were accepted, and the Panel was particularly pleased that a statutory health scrutiny function will be retained outside the Health and Well-Being Board.

The Panel have agreed to work with local health services as the proposed changes are implemented.

## **Bitterne Walk-in Centre**

The Panel discussed the changes proposed by NHS Southampton City to the opening hours of Bitterne Walk-in Centre on two occasions, firstly as part of the pre consultation phase, and secondly towards the end of the formal consultation period.

Following the initial meeting the Panel expressed concerns to NHS Southampton City. These included:

- The need for the consultation to include all patients affected by the potential changes to Bitterne
- When significant service reviews are undertaken, ward councillors should be informed and provided with the facts at an early stage.
- Any decision taken needs to be fully supported by the GP community given their future role in the planning and commissioning of services.
- The need for a continued improvement in access to GP appointments.
- That no disparity of service is created between the east and west of the City.



The second meeting, at which NHS Southampton fed back early consultation findings to the Panel, included input from residents and a petition was handed to NHS Southampton City by a member of the public. The Panel made the following further points to the PCT as a result of the meeting:

- Concerns remain regarding access to GPs in the east of the City.
- Assurance sought that concerns raised by residents will be addressed, including improving communication with residents over available services and practice opening hours.
- The consultation highlighted a lack of understanding of the care and advice options open to residents and communication around this needs to be improved.
- The Panel's preference for the future of Bitterne Walk-in Centre, based on the two options made available, would be Option 2, to have the service available during weekday evenings, weekends and bank holidays. However, they stressed that it is important that concerns regarding access and communication are addressed as part of the decision making process and that any changes that are implemented take this into account.

NHS Southampton City's Trust Board decided to implement option 2 (the preferred option in the consultation responses). They noted that some respondents had expressed difficulty in accessing their GP as an alternative to the Walk-in Centre, which was highlighted as a concern by Panel B. Whilst the Board noted that significant work has already take place with GPs to improve this area, they requested that NHS Southampton City undertake further work to improve access and address the perception that GP appointments are unavailable. Specific proposals will be brought to the Board's May meeting.

The Health Scrutiny Panel will continue to work with NHS Southampton City on addressing the GP appointments issue.

### **The Establishment of GP commissioning Consortia**

Following the publication of the White Paper "Equity and Excellence: Liberating the NHS", the general practices of Southampton agreed to work together to forming a Southampton City commissioning consortium, and elected a steering group. The Panel held an early meeting with a steering group representative to discuss their plans for GP commissioning consortia in the City.

Panel Members learnt about the process of consortia establishment and the next steps. They discussed the challenges of the move to commissioning for GPs including the breadth of their new role, financial restrictions and the need to ensure that patient care does not suffer.

The Panel support the emerging GP Commissioning Consortia's pathfinder status application and have agreed to work with the shadow Consortia as it develops.

### **Specialist Neurological Rehabilitation Services**

Following a request from a member of the public, and several subsequent representations, the Panel discussed the temporary closure of Victoria House. The Neuro Rehabilitation Unit had been closed temporarily and the service transferred to a main ward, however, the Unit remained closed 10 months later. The Panel made the following points to Southampton University Hospitals Trust:

- The Panel welcomed the fact that SUHT recognise that the current ward is not the correct place for neurological rehabilitation, and that the use of the ward for this purpose remains temporary. However, they were disappointed that the rehabilitation service continues to be delivered from the ward 10 months after the temporary move took place.
- Whilst understanding that a move to a permanent, more suitable location is due to take place in the near future, the Panel sought assurance that this will be undertaken as quickly as possible and treated as a priority for those patients who do not require acute care.
- Consultation has not been comprehensive and interested parties, including the Panel and the LINK, were not kept updated on developments. The Panel sought assurance that patients, carers and staff will be made aware of the current situation.

- As work develops with the PCT on the redesign of the neuro rehabilitation pathway, the views of patients, carers and other interested parties must be sought and considered and that decisions taken are communicated appropriately.

The Panel has asked to be kept informed of developments and will seek an update in due course.

### **Safe and Sustainable Review of Children’s Congenital Heart Services**

The ‘Safe and Sustainable’ review of paediatric cardiac surgical services in England was instigated in 2008. It was undertaken as there is wide spread belief that surgeons are spread too thinly across surgical centres, leading to lack of surgical cover in smaller centres and the potential for sudden closure or suspension of smaller centres. A consultation paper has been published with four options for future service configuration. Southampton, which is rated as the second best unit in the country only appears in one of the four options.

The Panel have visited the Children’s Cardiac Unit at Southampton General Hospital and spoken with senior surgeons and patients. They held a session on the review which included representatives from the hospital, including the medical director and a surgeon, NHS Specialised Services and patient representatives. They are supportive of the campaign to keep the unit open and are developing a response to the consultation. The Panel will also work with other Health Overview and Scrutiny Committee’s in the region to support the retention of the Southampton unit.

### **Patient Safety in Acute Care**

The Panel undertook a three session Inquiry into patient safety in acute care. In context of the recently published White Paper – “Equity and Excellence”, the Inquiry examined how adult acute providers in the City respond to and learn from safety and adverse incidents where factors outside of the acute care setting have been a contributory factor.

The three sessions looked at what patient safety is and the national context, the current performance and situation at SUHT, hearing from both SUHT and the PCT, and the role of partners hearing from the Cabinet Member for Health and Adult Social Care and the manager responsible for Safeguarding.

A draft final report was presented to Scrutiny Panel B on 21<sup>st</sup> April 2011. The agreed recommendations from the Inquiry include:

- Ensuring the public can fully understand the data presented in SUHT’s Progress Reports on Safety.
- SUHT needs to promote best practice and share information on their progress more widely, to provide a more balanced perspective on performance.
- Pleased with Patient Safety Ward Walkabouts, both day and night, as an example of good practice. Would like to see these rolled out further in other Southampton health and care settings
- Recognise that work is ongoing to reduce pressure ulcers, however, there is a need to continue to improve cross sector working with Care Homes and GPs on this issue.
- Supportive of the sloppy slipper exchange – would like to see this extended and rolled out in hospitals to reduce falls.
- The profile of the role of other services can play in Safety and Safeguarding should be strengthened – from leisure in improving balance, housing in spotting issues including if inadequate housing is harming health, and finance in protecting assets.

### **Other work**

Also during this period the Panel have lent their support to Solent Healthcare’s application for Trust and then Foundation Trust Status; the start of the process to transform both adult and older people’s mental health services across Hampshire; and Southampton’s Joint Strategic Needs Assessment.

# Scrutiny Panel C



**Councillor Michael Ball**  
**Chair of Scrutiny Panel C**

**Panel Members:**

- Councillor Fitzhenry
- Councillor Furnell
- Councillor Jones

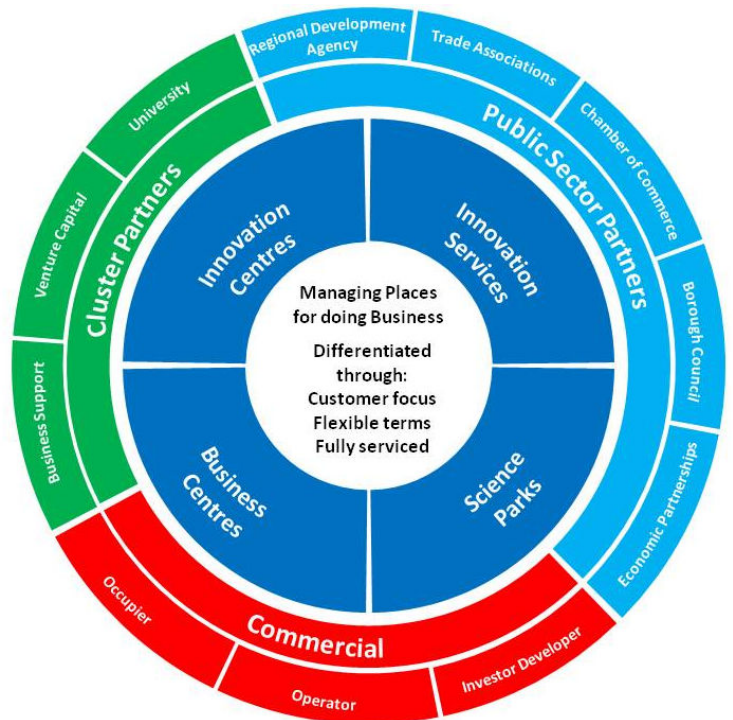
- Councillor Odgers
- Councillor Bogle
- Councillor Burke

During 2010/11 Scrutiny Panel C conducted an Inquiry into the Knowledge Economy and is in the process of completing an Inquiry into the Cruise Industry.

## The Knowledge Economy

Over 5 meetings from July 2010 to January 2011 Scrutiny Panel C undertook an Inquiry into the Knowledge Economy. There is no single universally accepted definition of the knowledge economy or the industry sectors that it includes. One of the clearest is published by the Work Foundation, a leading independent authority on work and its future:

*‘The knowledge economy is a description of the transition from an economy reliant on physical capital and low cost labour for competitive advantage and organisational performance to an economy where advantage increasingly comes from investment in knowledge based intangibles: R&D, software, design, brand equity and human and organisational capital’.*



Most commentators suggest that a successful knowledge economy is synonymous with a competitive economy. However, despite being part of one of the most competitive regions in the UK, Southampton currently underperforms in terms of its competitiveness. On the UK Competitiveness Index compiled by Roberts Huggins Associates Southampton is ranked 183<sup>rd</sup> out of 379 local authority areas, and Southampton is only ranked 160<sup>th</sup> on the number of knowledge based businesses.

Recognising the importance of developing the knowledge economy in Southampton Scrutiny Panel C was requested by the OSMC to undertake an Inquiry into the knowledge economy. The purpose was to determine what further action the Council, and its partners, might take to promote the development of Southampton’s knowledge economy to benefit local residents and businesses.

Information gathered throughout the Inquiry, and the recent developments such as the Ocean Village Innovation Centre and Lloyd’s Register decision to relocate its research experts to a new site in Southampton, led the Panel to conclude that many of the key elements required for a thriving knowledge economy are in place but need joining up, and that a number of projects which would improve the City’s offer are already in development. These include:-

- Delivery of schemes such as the Cultural Quarter, West Quay 3 and the Royal Pier Waterfront; all 3 of which would enhance the perception of the City;
- The Local Development Framework (including Core Strategy, City Centre Action Plan).

The evidence presented to the Scrutiny Panel identified a number of areas where improvements are required to support the development of the knowledge economy. The areas identified by the Scrutiny Panel matched closely with the key priorities for the Solent Local Enterprise Partnership (LEP) that emerged at the end of the Scrutiny Inquiry.

To avoid duplication, and to reflect the key strategic role the Solent LEP will have in driving the development of the knowledge economy in Southampton, the Panel identified 6 recommendations that the Panel believe would boost the development of Southampton's knowledge economy, thereby strengthening and diversifying the economy of the City.

The recommendations include:

- **Solent LEP** - Ensuring that the needs of Southampton, in respect of the knowledge economy, are given appropriate consideration and influence as the Solent Local Enterprise Partnership commences its role.
- **Sector Planning** – Working with partners to bring forward high quality employment sites that meet the needs of target clusters identified by the Solent LEP, particularly marine and advanced manufacturing.
- **Branding, Marketing and Promotion** - Working with Marketing Southampton and the Solent LEP to develop a consistent and improved marketing and branding approach for Southampton to build on existing cluster strengths.

In February 2011 the OSMC approved the report. The report was then presented to Cabinet in March 2011. Cabinet are scheduled to respond formally to the Inquiry recommendations in June 2011.



#### **Cruise Inquiry**

The Cruise Industry continues to grow rapidly in Southampton from 500,000 passengers in 2004 to an estimated 1.4 million in 2011. The port is expecting 360 cruise ship calls in 2011 and 370 in 2012. Growth is forecast to continue to about 2 million passengers by 2030.

In January 2011 Scrutiny Panel C commenced an Inquiry into the Cruise Industry. The focus of the Inquiry is to identify how the economy of the City can benefit further from the growing industry by encouraging cruise ship passengers to spend more money in Southampton.

The Inquiry will be conducted over 5 meetings and will cover such areas as the role played by Southampton in the cruise industry, transport, information and awareness.

The Scrutiny Panel have already received information from a variety of stakeholders including ABP, Carnival UK, BAA Southampton Airport, Marketing Southampton, Princess Coaches, D & G Media, Streets Ahead Southampton Ltd and the Southampton and Region Hoteliers Association.

A final report will be presented to the Scrutiny Panel on 12<sup>th</sup> May 2011, before being considered by the OSMC in June 2011.

# Getting Involved

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## *How can I get involved?*

There are a number of ways in which the public and interested organisations can get involved.

- **Attend a meeting of the Overview and Scrutiny Management Committee or a Scrutiny Panel**  
Overview & Scrutiny Management Committee and Scrutiny Panel meetings are held in public and anyone is welcome to attend to listen to proceedings. Meetings are currently usually held in the Civic Centre. Only on rare occasions, when certain types of confidential information is being discussed, are members of the public not allowed to attend.
- Raise issues with your Councillor and request Overview & Scrutiny to consider as part of **Councillor Call for Action**
- Give your feedback to inquiry meetings as part of evidence gathering.

Details of forthcoming meetings, agendas, reports and minutes can be obtained from the City Council's website at [www.southampton.gov.uk](http://www.southampton.gov.uk).

## **Providing Written Evidence**

Scrutiny Inquiries can consider written evidence and members of the public, community groups, or other key stakeholders can write in to bring evidence to the attention of Inquiry Panel members. Inevitably, Scrutiny Inquiries have only a limited amount of time, so they are not able to hear oral testimony from all interested people.

Written evidence provides an alternative way to receive evidence from key stakeholders—policy makers, service providers, service users and community groups. Written evidence may put forward on a particular perspective of the issue being considered, or may highlight evidence to help the investigation. It can also put forward questions for witnesses, which may be taken up by Members of the Panel during the discussion.

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