

# COUNCIL

Wednesday, 16th November 2011  
at 2.00 pm

**PLEASE NOTE TIME**

Council Chamber, Civic Centre

## **Members of the Council**

The Mayor – Chair

The Sheriff – Vice-chair

Leader of the Council

Members of the Council (See overleaf)

## **Contacts**

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The agenda and papers are available via the Council's Website

<b>WARD</b>	<b>COUNCILLOR</b>	<b>WARD</b>	<b>COUNCILLOR</b>
<b>Bargate</b>	Bogle Noon Willacy	<b>Millbrook</b>	Furnell Thorpe Wells
<b>Bassett</b>	Hannides B Harris L Harris	<b>Peartree</b>	Drake Jones Dr Paffey
<b>Bevois</b>	Burke Barnes-Andrews Rayment	<b>Portswood</b>	Capozzoli Claisse Vinson
<b>Bitterne</b>	Fuller Letts Stevens	<b>Redbridge</b>	Holmes McEwing Pope
<b>Bitterne Park</b>	Baillie White P Williams	<b>Shirley</b>	Matthews Kaur Mead
<b>Coxford</b>	Morrell Thomas Walker	<b>Sholing</b>	Mrs Blatchford Fitzgerald Kolker
<b>Freemantle</b>	Ball Moulton Parnell	<b>Swaythling</b>	Osmond Turner Vassiliou
<b>Harefield</b>	Daunt Fitzhenry Smith	<b>Woolston</b>	Cunio Payne Dr R Williams

# **PUBLIC INFORMATION**

## **Role of the Council**

The Council comprises all 48 Councillors. The Council normally meets six times a year including the annual meeting, at which the Mayor and the Council Leader are elected and committees and sub-committees are appointed, and the budget meeting, at which the Council Tax is set for the following year.

The Council approves the policy framework, which is a series of plans and strategies recommended by the Executive, which set out the key policies and programmes for the main services provided by the Council.

It receives a summary report of decisions made by the Executive, and reports on specific issues raised by the Overview and Scrutiny Management Committee.

The Council also considers questions and motions submitted by Council Members on matters for which the Council has a responsibility or which affect the City.

## **Public Involvement**

### **Representations**

At the discretion of the Mayor, members of the public may address the Council on any report included on the agenda in which they have a relevant interest.

### **Petitions**

At a meeting of the Council any Member or member of the public may present a petition which is submitted in accordance with the Council's scheme for handling petitions.

Petitions containing more than 1,500 signatures (qualifying) will be debated at a Council meeting. Petitions with less than 1,500 signatories (non-qualifying) shall be presented to the Council meeting and be received without discussion.

### **Deputations**

A deputation of up to three people can apply to address the Council. A deputation may include the presentation of a petition.

## **Questions**

People who live or work in the City may ask questions of the Mayor, Chairs of Committees and Members of the Executive.

## **Southampton City Council's Seven Priorities**

- More jobs for local people
- More local people who are well educated and skilled
- A better and safer place in which to live and invest
- Better protection for children and young people
- Support for the most vulnerable people and families
- Reducing health inequalities
- Reshaping the Council for the future

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

**Mobile Telephones** – Please turn off your mobile telephone whilst in the meeting.

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

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

## **Dates of Meetings**

<b>2011</b>	<b>2012</b>
18 May	15 February
13 July	14 March
14 September	16 May
16 November	

## CONDUCT OF MEETING

### FUNCTIONS OF THE COUNCIL

The functions of the Council are set out in Article 4 of Part 2 of the Constitution

### RULES OF PROCEDURE

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

### BUSINESS TO BE DISCUSSED

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

### QUORUM

The minimum number of appointed Members required to be in attendance to hold the meeting is 16.

## DISCLOSURE OF INTERESTS

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

## PERSONAL INTERESTS

A Member must regard himself or herself as having a personal interest in any matter:

- (i) if the matter relates to an interest in the Member's register of interests; or
- (ii) if a decision upon a matter might reasonably be regarded as affecting to a greater extent than other Council Tax payers, ratepayers and inhabitants of the District, the wellbeing or financial position of himself or herself, a relative or a friend or:-
  - (a) any employment or business carried on by such person;
  - (b) any person who employs or has appointed such a person, any firm in which such a person is a partner, or any company of which such a person is a director;
  - (c) any corporate body in which such a person has a beneficial interest in a class of securities exceeding the nominal value of £5,000; or
  - (d) any body listed in Article 14(a) to (e) in which such a person holds a position of general control or management.

A Member must disclose a personal interest.

/continued.....

## **PREJUDICIAL INTERESTS**

Having identified a personal interest, a Member must consider whether a member of the public with knowledge of the relevant facts would reasonably think that the interest was so significant and particular that it could prejudice that Member's judgement of the public interest. If that is the case, the interest must be regarded as "prejudicial" and the Member must disclose the interest and withdraw from the meeting room during discussion on the item.

It should be noted that a prejudicial interest may apply to part or the whole of an item.

Where there are a series of inter-related financial or resource matters, with a limited resource available, under consideration a prejudicial interest in one matter relating to that resource may lead to a member being excluded from considering the other matters relating to that same limited resource.

There are some limited exceptions.

Note: Members are encouraged to seek advice from the Monitoring Officer or his staff in Democratic Services if they have any problems or concerns in relation to the above.

## **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.

Director of Corporate Services  
M R HEATH  
Civic Centre, Southampton, SO14 7LY

Tuesday, 8 November 2011

**TO: ALL MEMBERS OF THE SOUTHAMPTON CITY COUNCIL**

You are hereby summoned to attend a meeting of the COUNCIL to be held on WEDNESDAY, 16TH NOVEMBER, 2011 in the COUNCIL CHAMBER, CIVIC CENTRE at 2.00 pm when the following business is proposed to be transacted:-

**1 APOLOGIES**

To receive any apologies.

**2 MINUTES**

To authorise the signing of the minutes of the Council Meeting held on 14th September 2011, attached.

**3 ANNOUNCEMENTS FROM THE MAYOR AND LEADER**

Matters especially brought forward by the Mayor and the Leader.

**4 DEPUTATIONS, PETITIONS AND PUBLIC QUESTIONS**

To receive any requests for Deputations, Presentation of Petitions or Public Questions.

**5 EXECUTIVE BUSINESS**

Report of the Leader of the Council, attached.

**6 MOTIONS**

(A) Councillor Letts to move:-

This Council believes that as many Southampton residents as possible should be exclusively represented Southampton MPs.

Therefore this Council supports the proposal brought forward by Democratic Audit that 15 of the 16 wards in the city boundary of Southampton be comprised of the two Southampton parliamentary seats (Test and Itchen).

Furthermore that this request be submitted back by the Council to the Boundary Commission as the Council's position on this matter prior to the close of submissions date in December.

(B) Councillor Turner to move:-

This Council regrets the loss of the City's Youth Parliament and calls on the Executive to bring forward speedily, proposals for the development of a new and accountable way of identifying the views and priorities of young people in Southampton

**7 QUESTIONS FROM MEMBERS TO THE CHAIRS OF COMMITTEES OR THE MAYOR**

To consider any question of which notice has been given under Council Procedure Rule 11.2.

**8 APPOINTMENTS TO COMMITTEES, SUB-COMMITTEES AND OTHER BODIES**

To deal with any appointments to Committees, Sub-Committees or other bodies as required.

**9 HOUSING REVENUE ACCOUNT SELF FINANCING: REFORM OF COUNCIL HOUSING FINANCE**

Report of the Cabinet Member for Housing, detailing a new funding system for the Housing Revenue Account, seeking approval for a number of schemes in the 2012/13 and recommending an approach on a number of issues, attached.

**10 REVIEW OF POLLING DISTRICTS**

Report of the Director of Corporate Services detailing the review of polling districts and polling places carried out in accordance with the obligations under the Electoral Administration Act 2006, attached.

**11 ESTABLISHMENT OF SHADOW HEALTH AND WELLBEING BOARD**

Report of the Executive Director of Health and Adult Social Care and Director of Public Health seeking approval for the establishment of a shadow Health and Wellbeing Board, attached.

**12 TREASURY MANAGEMENT STRATEGY AND PRUDENTIAL LIMITS MID YEAR REVIEW**

Report of the Head of Finance (Chief Financial Officer) detailing the Treasury Management Strategy and Prudential Limits Mid Year Review, attached.

**13 INTEGRATION OF WESSEX YOUTH OFFENDING TEAM OPERATIONS FOR SOUTHAMPTON WITHIN SOUTHAMPTON CITY COUNCIL FROM APRIL 2012, INCORPORATING THE ANNUAL YOUTH JUSTICES PLAN**

Report of the Cabinet Member for Children's Services and Learning seeking approval for the integration of the service and approval for the annual Youth Justice plan, attached.

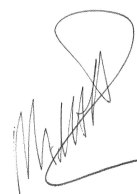
**14 SOUTHAMPTON CITY COUNCIL'S CHANGE PROGRAMME**

Report of the Leader of the Council and Chief Executive detailing recommendations in relation to Southampton City Council's Change Programme, attached.

**15 OVERVIEW AND SCRUTINY - SUMMARY OF CALL-IN**

To note that there has not been any use of the call-in procedure over the last six months.

NOTE: There will be prayers by the Reverend Dr Julian Davies, Church of England, and by a representative of the Hindu community in the Mayor's Reception Room at 1.45 pm for Members of the Council and Officers who wish to attend.



**M R HEATH**  
Director of Corporate Services



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## SOUTHAMPTON CITY COUNCIL

### MINUTES OF THE COUNCIL MEETING HELD ON 14 SEPTEMBER 2011

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#### Present:

The Mayor, Councillor Matthews (minutes 39-44a only)

The Sheriff, Councillor Burke

Councillors Baillie, Ball, Barnes-Andrews, Mrs Blatchford, Bogle, Capozzoli, Claisse, Cunio, Daunt, Drake, Fitzgerald, Fuller, Furnell, Hannides, B Harris, L Harris, Holmes, Jones, Kaur, Kolker, Letts, Mead, Morrell, Moulton (minutes 39-43 and 44b onwards), Noon, Osmond, Dr Paffey, Parnell, Payne, Pope, Rayment (minutes 39-43 and 45-51), Smith, Stevens, Thomas, Thorpe (minutes 39-43 and 44b onwards), Turner, Vassiliou, Vinson, Walker, Wells, White, Willacy, P Williams and Dr R Williams (minutes 39-44a and 45 onwards)

#### 39. APOLOGIES

Apologies for absence were submitted on behalf of Councillors Fitzhenry and McEwing.

#### 40. MINUTES

RESOLVED: that the minutes of the Council meeting held on the 13<sup>th</sup> July 2011 be approved and signed as a correct record.

#### 41. ANNOUNCEMENTS FROM THE MAYOR AND LEADER

The Mayor informed Members that Alan Spencer, one of the Council's Town Sergeants, had been instrumental in the production of the first edition of the "Mace-Bearer" magazine. The magazine included articles and information of interest to members of the Guild of Mace-Bearers and those involved in civic and corporate life. The Mayor's Office would support him in his endeavour and Members wished him well with the first edition of the magazine.

#### 42. DEPUTATIONS, PETITIONS AND PUBLIC QUESTIONS

##### **(1) Fluoridisation**

The Council received a deputation from Ms Dumaresq concerning the introduction of Fluoride into the water supply.

The Council received the following petition from Mr Peckham. As the petition contained 1,500 signatures, under the Council's Procedure Rules, the petition was a qualifying petition which must be debated at Council:

"We the undersigned petition the Council to reverse its endorsement of the Strategic Health Authority's scheme to fluoridate the City's water supply. We also ask that when it assumes responsibility for public health, the Council will not implement a fluoridation scheme."

The Council agreed to suspend Council Procedure Rules 14.4 - 14.9 to enable flexibility in debate.

Councillor Moulton moved and Councillor Smith seconded:

“Council welcomes the petition and thanks all those who have signed it for doing so. Council acknowledges that this is an issue of concern to many.

Council notes that there is no scope for reversal of the Council’s endorsement of “the SHA’s scheme. The consultation has been completed and there is no opportunity or requirement for continuing support or consultation. At the time the Council were supportive. The SHA made a decision and that decision has been upheld by the Court. There is now a legal obligation on the Water Undertaker to implement a fluoridation scheme in Southampton unless there is a change in the law.

Council further notes that the new public health role for the Council is subject to passage of the Health and Social Care Bill. If passed as currently drafted the Council will not be responsible for implementing the scheme. The responsibility continues to rest with the Water Company.

The Council does not have a specific role in the process of implementing the legal obligation placed on the Water Company to fluoridate the water in Southampton. Until the Bill receives Royal Assent, it is unclear what requirements would be placed on a Council in the future if it were minded to propose the termination of a scheme.

Council further notes that the Health and Social Care Bill is currently progressing through Parliament and is now in the House of Lords, and that those with strong views on fluoride might wish to make representations to Parliament on the Bill, as the wording will potentially impact on current and any future fluoridation schemes.

Finally Council resolves to urgently debate the issue of local fluoridation again should powers be granted to the Authority which give it any powers to influence the progression of a fluoridation scheme”.

Councillor Drake altered and moved and Councillor Turner seconded:

‘This Council now opposes the addition of fluoride to Southampton’s water supply and will use any future powers Southampton City Council may be given to prevent the implementation of a fluoridation scheme.’

UPON BEING PUT TO THE VOTE THE MOTION IN THE NAME OF COUNCILLOR MOULTON WAS DECLARED CARRIED

UPON BEING PUT TO THE VOTE THE MOTION IN THE NAME OF COUNCILLOR DRAKE WAS DECLARED CARRIED

RESOLVED that the motions as submitted be approved.

## **(2) Specialist education support for local deaf children**

The Council received the following petition from Ms Pettit and Ms Campion concerning specialist education support for local deaf children. As the petition contained 1,500 signatures, under the Council's Procedure Rules, the petition was a qualifying petition which must be debated at Council:

"We the undersigned petition the Council to save specialist education services for deaf children; a post has been cut that will have a devastating impact on deaf children when they return to school this September. Deaf children are already among the most vulnerable and disadvantaged children in the UK today. Deafness is not a learning disability. Evidence shows that with the right support, deaf children can achieve as well as other children. Specialist support services offer a vital lifeline to deaf children and their families; by providing support to parents or carers, directly teaching deaf children, advising mainstream teachers and so much more. This is unfair and unacceptable. We the undersigned call on Southampton City to recruit to this post as a matter of urgency; protect services and ensure all deaf children in Southampton have a fair chance to achieve. Speak out for the 165 deaf children now supported by the equivalent of just one full time teacher."

Councillor Moulton moved and Councillor Smith seconded:

"Council thanks the petitioner for presenting this petition today and acknowledges that this issue is important for those concerned. In recognising that concern Council would like to reassure the petitioner that levels of individual support for children with a hearing impairment have not decreased since last year. In the academic year 2010/11 children in Southampton had the equivalent of 1.1 Specialist Teacher Advisor (STA) support. Currently, and for the academic year 2011/12, there is 1.2 STA support available. The management of this service has changed but the level of STA support to individual children has not. In addition, our hearing impairment units at Tanner's Brook Infant and Junior and Redbridge Community School are supporting more children this year, than they did last year.

As is normal at the start of every academic year, the STAs are meeting to discuss and allocate caseloads and will be in touch with parents in the very near future to arrange visits and support. We will also, over the next few months, be examining closely how we can provide different/additional support to children with a hearing impairment through using the wide range of skills available in the city's workforce.

The city has developed quite unique Speech and Language support services through the employment of Speech and Language Assistants (SALSAs), who work alongside Speech Therapists to deliver recommended programmes on a weekly basis. We also employ Emotional Wellbeing Development Officers (EWDOS) who can support the development of emotional literacy skills such as social skills, friendship skills and self esteem. Research has shown that these are areas of particular difficulty for young people with hearing impairment and therefore we will be reviewing how we can provide support in this area.

In the meantime no changes will be made to the hearing impairment service provided to individual children unless and until an assessment shows that their needs have changed".

UPON BEING PUT TO THE VOTE THE MOTION WAS DECLARED CARRIED

RESOLVED that the motion as submitted be approved.

43. EXECUTIVE BUSINESS

The report of the Leader of the Council was submitted, setting out the details of the business undertaken by the Executive (copy of report circulated with agenda and appended to signed minutes).

The Leader and the Cabinet made statements and responded to Questions.

The following questions were then submitted in accordance with Council Procedure Rule 11.1:

**1. 20 mph Zones**

Question from Councillor Vinson to Councillor Fitzhenry

What plans does the Executive have to take advantage of the recently announced relaxation of conditions for the introduction of 20 mph zones?

Answer

The plans to relax the conditions for introduction of 20 mph schemes (zones and limits) were announced by the Department for Transport in a press release on the 9 June 2011. However the statutory introduction of these changes is not expected to take place until late 2011 as part of the Traffic Signs Policy Review.

The Executive will continue to consider the implementation of 20 mph schemes, where they are appropriate and where such schemes would have positive benefits, particularly in relation to road safety.

**2. Shared Services**

Question from Councillor Vinson to Councillor Hannides

What possibilities are currently under consideration to expand the range of shared services with other councils or public bodies?

Answer

As an administration we are committed to meeting our statutory obligations and delivering the services valued the most by local residents and businesses in the most cost effective way.

This means that we are continually challenging all aspects of the council's activities to eliminate inefficiency and bureaucracy - as well as exploring other service delivery options if they provide better value for money than our existing arrangements.

As a result the Council has a number of shared services in place with neighbouring local authorities such as Eastleigh Borough Council (Licensing Services) and Fareham Borough Council (Legal Services). Work is also underway to develop a shared Internal Audit Service covering Hampshire, West Sussex and Southampton and a report on this will be presented to Cabinet.

Through our regular discussions with other public sector bodies we are continuing to explore all joint working opportunities where mutually beneficial for both parties to do so - particularly within the Adult Social Care, Children's Services and Environment areas.

### **3. City Centre Policing**

Question from Councillor Vinson to Councillor Smith

Is the Cabinet Member concerned by the proposed reduction in the manning of Southampton Central Police Station, especially the projected closure of the front desk between 10.00pm and 8.00am?

#### Answer

It is not appropriate to comment on this at this time as I am aware that this review is still subject to formal internal consultation.

### **4. Secondary School Exclusions**

Question from Councillor Turner to Councillor Moulton

What action is the Cabinet Member supporting to tackle Southampton's poor record on Secondary school exclusions?

#### Answer

The high level of exclusions in Southampton Secondary schools is a matter of concern to the Council. Southampton's performance against this measure has been among the highest in England for many years. The Council is working with both local secondary and primary schools on a number of initiatives to address this. These include;

- Working closely with Headteachers and schools to agree arrangements that support the effective re-integration of pupils who have been excluded for fixed term periods and reduce their risk of further exclusions.
- Working closely with schools to encourage all schools to be inclusive in providing a school place for children who have been permanently excluded from school.
- Working with those schools which have particularly high levels of exclusions, as performance varies significantly between schools on this measure.
- Working closely with schools and other services to develop a range of alternative learning provision that will provide a stable and appropriate place of learning for children where we are struggling to find a place in another school.

## **5. Section 106 Money**

Question from Councillor Drake to Councillor Fitzhenry

How much 106 money is being held by the Council and how long, on average, is this money held before being spent on projects?

### Answer

The Council had £8.22 million in the Section 106 account as of 31st March 2011 and sampling has shown that on average it takes just over two years from receipt to spend.

## **6. Bin Collections**

Question from Councillor Drake to Councillor Fitzhenry

Are the Executive considering bringing in alternative weekly bin collections in all or part of the City?

### Answer

No

## **7. Public Health Funding**

Question from Councillor Rayment to Councillor White

Does the Cabinet Member agree with the approach adopted by Tory-led government to cut the public health funding to poorer health areas like Portsmouth and Southampton in favour of giving more to better public health areas like Hampshire?

### Answer

The Department of Health is going through an exercise to identify the money spent by PCTs on public health in 2010/11, to inform the decision as to the amount that will be in the “ring-fenced” PH budget. Such a budget has never been identified before. It will go eventually three ways – Public Health England, NHS Commissioning Board and Local Authorities, so that defined services are discharged and responsibilities delivered. The SoS has said that allocation of the budget will be on a capitation basis, adjusted for needs (i.e. high needs areas would get proportionally more per head). He has also said that some money “a health premium” will go to authorities who make good progress on delivering the improved health outcomes that they have set themselves (and presumably have been agreed). The allocation formula is still being developed, and is due to be announced in November. It is understood the SoS will decide the size of the budget (increased, reduced, staying the same) ... and any element of “overhead reduction”. He will also agree an allocation formula, and decide a pace of change – it could be very de-stabilizing for the change to be other than phased. The “shadow” budget for each local authority is expected to be known in December, and the money will flow through the local NHS for 12 months for the “shadow” public health

year. In April 2013 the statutory responsibilities, pass to local authorities, subject to the passing of the legislation, and the budget will transfer to the local authority and other parts of the new public health system. Therefore as can be seen from the above there is no indication that we as a City will be less favoured than the rest of Hampshire and in fact there is even reason for some optimism with the approach of the Government.

## **8. Post-16 Education**

Question from Councillor Bogle to Councillor Moulton

What are the current 2011 recruitment numbers for post-16 education in Southampton per institution and how many surplus places are there per institution?

### Answer

It is currently too early to provide an answer to this question. FE colleges and schools with sixth forms returned the week commencing 5 September. There is always an amount of fluctuation in numbers as young people amend their choices during the first few weeks of the Autumn Term.

An activity survey, which takes place over September and October, will show where the young people of Southampton have gone since leaving secondary school; whether in Southampton or beyond. The colleges submit their enrolment lists and Council tracking officers then investigate those young people who appear not be in college or training to get the full picture. The activity survey will be completed by the end of October; details will be available in November 2011.

We are also working with the Young People's Learning Agency to identify recruitment patterns of post 16 providers outside of Southampton so we have a better understanding of which Post 16 learners are studying at non-Southampton Post 16 colleges.

## **9. Former Town Depot Site**

Question from Councillor Bogle to Councillor Smith

What are the current aspirations for the redevelopment of the Town Depot site?

### Answer

The aspiration for the Town Depot site is for a leisure mixed use scheme that improves public access to the Itchen Waterfront. A 'sports village' of regional significance proposed incorporating a wet snow ski slope and other sport activities along with supporting retail and leisure activities. Existing water sport activities are to be retained and protected. Residential development is also proposed.

Proposed development has been the subject of an OJEU process and we are continuing to discuss progress with a potential developer, with a view to signing an exclusivity agreement in the near future. In the mean time we intend to demolish the existing depot site and seek temporary use.

## **10. Sea City**

Question from Councillor Barnes-Andrews to Councillor Hannides

How much has the private sector now raised for Sea City since the last Council meeting?

### Answer

The Southampton Cultural Development Trust is a charitable body which is seeking to assist the Council with funding Sea City and the New Arts Complex. Trustees are pursuing a number of potential opportunities, and an event will be held by the Trust during the Boat Show. The outcome of an application to the DCMS / Wolfson Foundation is due in January 2012.

## **11. General Fund Capital Programme**

Question from Councillor Barnes-Andrews to Councillor Hannides

What are the Cabinet Member's plans to reduce borrowing on the General Fund Capital Programme?

### Answer

The latest General Fund Capital Programme Update presented to Council on 14 September for approval totals £250.0M.

Of this £57.2M is to be funded from Unsupported Borrowing the costs for which are built into our Revenue Budget forecast. The current programme includes overprogramming of £8.1M which can be compared to the £9.2M deficit reported in February 2011. The deficit has reduced slightly due to a number of factors including a net increase in future capital receipts and a reduction in the use of Council Resources within the Children's Services & Learning capital programme.

We will continue to review the deficit and reduce it as new resources become available in future years. A review of possible disposals is being undertaken and these will be actively pursued where it is financially beneficial to the Authority.

In addition, given the deficit in the programme and the lack of available capital resources over the past three years, additions to the programme are only considered in very exceptional circumstances.

## **12. Portfolio Overspend**

Question from Councillor Barnes-Andrews to Councillor Hannides

How does the Cabinet Member plan to reduce the £1.4m portfolio revenue forecast outturn overspend for this year?



### Answer

The Portfolio forecast position as at the end of Quarter 1, which was presented to Cabinet on 5<sup>th</sup> September was a £1.4M over spend. This was then offset by a number of corporate items which were outlined in the report and the overall forecast position for 2011/12 as at the end of Quarter 1, was an over spend of £0.4M.

Portfolios plan to take remedial action to manage a number of the corporate and key issues which were highlighted in the report and further detail of this work and the financial impact will be included in the Quarter 2 report which will be presented on 21<sup>st</sup> November.

In 2010/11 and 2009/10 the forecast position at the end of Quarter 1 was adverse for Portfolios and in both years the final Outturn position was favourable as action plans were implemented and the financial benefits delivered, clearly demonstrating a track record of managing financial issues in year.

In 2010/11 specifically, the Portfolio forecast at the end of Quarter 1 was a £1.5M over spend and this reduced to a £0.1M forecast under spend by Quarter 3 and the actual year end Portfolio position was a £2.5M under spend following the introduction of a moratorium on spend in the final Quarter of the financial year.

### **13. Vacancy Social Worker Posts**

Question from Councillor Thorpe to Councillor White

How many vacancies for Social Workers are we currently carrying across the Council? Has this increased since last year?

### Answer

We are currently carrying 5 vacancies for qualified Social Worker grade in Health & Adult Social Care. These posts are currently actively being recruited to. This is an increase to last year when there were 2 vacancies – both posts were recruited to.

### **14. Agency/Temporary Social Workers**

Question from Councillor Thorpe to Councillor White

How many agency/temporary Social Workers do we currently employ? Has this number increased since this time last year?

### Answer

20, an increase of 8 from September 2011.

### **15. Trends in staff leaving the authority**

Question from Councillor Thorpe to Councillor Hannides

Assuming we run exit interviews to learn the lessons from those staff choosing to leave our organisation, can you confirm if the trend is for people to leave their profession or join a different local authority?

Answer

Exit questionnaires are issued at the point when a resignation is received, which the leaver has the option to complete and return or not. If the leaver wishes to attend a formal exit interview they may request this with either their line manager or HR.

Currently it is not possible to identify any trends in why people leave the organisation, or where they go. Obtaining exit information depends on the individual and if people chose not to give any details it will be necessary to look at other sources of information. However moving forward it may be possible to do more to encourage feedback and develop management information in this area. An Organisational Development Strategy is being developed and this is an area that could be included within the Action Plan.

### **16. Grow Your Own Scheme for Social Workers**

Question from Councillor Thorpe to Councillor White

Can Members have an update on the 'grow your own scheme' for Social Workers?

Answer

Health and Adult Social Care currently has one worker seconded to training as a Social Worker.

### **17. Revisited Potholes**

Question from Councillor Thorpe to Councillor Fitzhenry

Now that potholes have been eradicated from across our fair City can the Cabinet Member confirm when will the depths at which holes in the pavement and roads are revisited, to ensure all dangerous obstacles are dealt with as priority?

Answer

The intervention levels are in accordance with national standards and there are no proposals to move away from these standards.

### **18. Refuse collection**

Question from Councillor Letts to Councillor Fitzhenry

Why has the refuse collection not returned to normal despite a month without industrial action?

### Answer

The industrial action is on-going with the refuse collectors taking 'action short of a strike'. This is preventing the waste collection service returning to normal despite the introduction of measures to reduce the disruption.

### **19. GCSE Exam Success**

Question from Councillor Letts to Councillor Moulton

What is the Cabinet Members' preferred measure of GCSE exam success?

### Answer

The standard recognised national measure records the percentage of pupils achieving 5+ A\*-C (including English and Maths).

## 44. MOTIONS

### **(a) Police and Crime Commissioners**

Councillor Dr. R. Williams moved and Councillor Letts seconded:-

"Following the serious disturbances across many English cities Council calls on the Executive to write to the City's MPs, Prime Minister and the Home Secretary to call for a stop in the implementation of Police and Crime Commissioners which would cost, in Hampshire and the IOW alone, nearly £2,000,000 for the election of such an individual".

UPON BEING PUT TO THE VOTE THE MOTION WAS DECLARED LOST

RESOLVED that the motion be **not** approved.

NOTE: Councillors Moulton and Rayment declared personal and prejudicial interests in the above matter, in view of their appointment as Members of the Police Authority and left the meeting during the consideration of the matter. Councillor Thorpe declared a personal and prejudicial interest as an employee of Hampshire Constabulary and left the meeting during the consideration of the matter.

### **(COUNCILLOR BURKE IN THE CHAIR)**

### **(b) Students in Private Accommodation**

Councillor Vinson moved and Councillor Turner seconded:-

"This Council urges the Executive, in discussion with Southampton's two universities, to explore the adoption of a threshold for the numbers of students living in private accommodation in the community, linking future expansion in student numbers to the provision of additional purpose-built accommodation through the planning process, along the lines in force in Oxford."

Amendment moved by Councillor Hannides and seconded by Councillor Claisse:

Third line, after the word 'community' delete the remaining paragraph.

Replace with 'and other multi occupancy homes in the city (HMOs), for inclusion into a new planning policy to sit along side the planned Article 4 Directive, and for implementation in March 2012. Council notes that there is an existing policy H13 in place under the Local Plan in 2006, which requires that where universities propose new development that will increase student numbers, then residential accommodation is required to be agreed with the council, and that this policy is broadly in line with Oxford's policy and Council further notes that a change to the policy would take approximately three years. Finally Council welcomes the positive dialogue that has taken place between the Executive and the University of Southampton and welcomes the recent OJEU notice to look to supply a further 1,000 student bed places in dedicated student accommodation.'

Amended Motion to read:

"This Council urges the Executive, in discussion with Southampton's two universities to explore the adoption of a threshold for the numbers of students living in private accommodation in the community and other multi occupancy homes in the city (HMOs), for inclusion into a new planning policy to sit along side the planned Article 4 Directive, and for implementation in March 2012. Council notes that there is an existing policy H13 in place under the Local Plan in 2006, which requires that where universities propose new development that will increase student numbers, then residential accommodation is required to be agreed with the council, and that this policy is broadly in line with Oxford's policy and Council further notes that a change to the policy would take approximately three years. Finally Council welcomes the positive dialogue that has taken place between the Executive and the University of Southampton and welcomes the recent OJEU notice to look to supply a further 1,000 student bed places in dedicated student accommodation."

UPON BEING PUT TO THE VOTE THE AMENDMENT WAS DECLARED  
CARRIED

UPON BEING PUT TO THE VOTE THE MOTION AS AMENDED WAS DECLARED  
CARRIED

RESOLVED that the motion as amended be approved.

NOTE: Councillor Dr. R. Williams declared a personal and prejudicial interest in the above matter as a private sector landlord and left the meeting during the consideration of the matter.

45. QUESTIONS FROM MEMBERS TO THE CHAIRS OF COMMITTEES OR THE  
MAYOR

It was noted that no questions to the Chairs of Committees or the Mayor had been received.

46. APPOINTMENTS TO COMMITTEES, SUB-COMMITTEES AND OTHER BODIES

It was noted that Councillor Beryl Harris had replaced Councillor Ball on the Licensing Committee.

47. MEMBERS' ALLOWANCE SCHEME

The report of the Acting Head of Legal and Democratic Services was submitted concerning the Independent Remuneration Panel recommendations following its review of the Members' Allowance Scheme (copy of report circulated with the agenda and appended to signed minutes).

It was noted that the Standards and Governance Committee had considered the report at its meeting held on 8<sup>th</sup> September 2011 and expressed their concern that some of the recommendations from the Independent Remuneration Panel could effectively discourage many people from becoming councillors, and thus lead to a reduction in the Council's current broad base of membership.

Denise Barlow, Chair of the Independent Remuneration Panel was in attendance and with the consent of the Chair addressed the Meeting.

Amendment moved by Councillor Smith and seconded by Councillor Dr. R. Williams:

Delete recommendation (i) to Council and insert new recommendation (i)

- (i) That after having regard to the IRP's report, the members' allowance scheme as currently set at the 2009 Minimum Wage Rate, be reaffirmed to take effect on 1<sup>st</sup> October 2011 and that the rate remain at the 2009 Minimum Wage Rate until a further review is requested by the Council or is required in accordance with the Regulations, which would be by September 2015.

Insert new recommendation (iv)

- (iv) That all other elements of the existing scheme remain unchanged.

UPON BEING PUT TO THE VOTE THE AMENDMENT WAS DECLARED CARRIED

RESOLVED:

- (i) That after having regard to the IRP's report, the members' allowance scheme as currently set at the 2009 Minimum Wage Rate, be reaffirmed to take effect on 1<sup>st</sup> October 2011 and that the rate remain at the 2009 Minimum Wage Rate until a further review is requested by the Council or is required in accordance with the Regulations, which would be by September 2015;
- (ii) to make any amendment to the Council's Constitution accordingly;
- (iii) that the Panel be thanked for its work in producing the report; and
- (iv) that all other elements of the existing scheme remain unchanged.

48. CITY PLAN

The report of the Leader of the Council was submitted seeking approval for the City Plan (copy of report circulated with agenda and appended to signed minutes).

RESOLVED:

- (i) That the draft City Plan 2011 – 2014 prepared by Southampton Connect be endorsed;
- (ii) that it be agreed that the Council would prioritise the necessary resources to lead the delivery of 3 priority projects (out of 10 projects) as the lead partner; and
- (iii) that the approval process by all key partners and subsequent formal launch of the City Plan in October 2011 be noted.

49. THE GENERAL FUND CAPITAL PROGRAMME 2010/11 TO 2013/14

The report of the Cabinet Member for Resources, Leisure and Culture was submitted updating the Council on any major changes in the overall General Fund Capital Programme (copy of report circulated with agenda and appended to signed minutes).

RESOLVED:

- (i) That the revised General Fund Capital Programme (which totals £250.0M as detailed in paragraph 4 of the report) together with the associated use of resources be approved;
- (ii) that the over programming of £8.1M as detailed in paragraph 11 of the report, which is within the previously approved tolerances be approved;
- (iii) that approval for £3.9M to be added to the Environment & Transport capital programme in 2011/12 for the following works to be funded by government grants (LTP Settlement) be granted:
  - Highways Maintenance - £1,845,000
  - Integrated Transport - £2,027,000
- (iv) that it be noted that £1.6M had been transferred from the scheme for Repairs & Maintenance to the Accommodation Strategy (ASAP scheme) within Resources capital programme under powers delegated by Council;
- (v) that approval for £2.9M to be added to the Resources capital programme, to be phased £1.6M in 2011/12 and £1.3M in 2012/13, for the Accommodation Strategy (ASAP scheme) to be funded by revenue be granted;
- (vi) that approval for £550,000 to be added to the Resources capital programme, to be phased £250,000 in 2011/12 and £300,000 in 2012/13, for the demolition of surplus redundant buildings at the old Town Depot to be funded by revenue be granted;
- (vii) that delegated authority be granted to the Chief Financial Officer, following consultation with the Cabinet Member for Resources, Leisure & Culture to add a further £100,000 to the Resources capital programme for the demolition of surplus redundant buildings at the old Town Depot if required to be funded from revenue, bringing the total scheme up to a maximum of £650,000;

- (viii) that approval to add £250,000 to the Leader's capital programme in 2011/12 for the demolition of the Eastpoint Centre to be funded by revenue be granted;
- (ix) that delegated authority be granted to the Chief Financial Officer, following consultation with the Leader of the Council, to add a further £100,000 to the Leader's capital programme for the demolition of the Eastpoint Centre if required to be funded from revenue, bringing the total scheme up to a maximum of £350,000; and
- (x) that it be noted that the revised General Fund Capital Programme takes into account the Comprehensive Spending Review (CSR) for 2011/12 and 2012/13.

50. EXCLUSION OF THE PRESS AND PUBLIC - CONFIDENTIAL PAPERS

RESOLVED 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 confidential appendices to the report referred to at item 13 on the agenda.

Appendices 1 and 2 of the report are considered to be confidential, the confidentiality of which is based on category 3 of paragraph 10.4 of the Council's Access to Information Procedure Rules. It is not in the public interest to disclose this information because doing so would impact on the integrity of a commercial procurement process and the Council's ability to achieve 'Best value' in line with its statutory duties.

51. MEETING THE CARE QUALITY COMMISSION'S STANDARDS IN COUNCIL CARE HOMES

The report of the Cabinet Member for Adult Social Care and Health was submitted regarding the expenditure required to meet the Care Quality Commission's Standards in Council Care Homes (copy of report circulated with the agenda and appended to signed minutes).

RESOLVED that approval to the sum detailed in confidential appendix 1 to the report be added to the Adult Social Care and Health Capital Programme for expenditure on improvements to the fabric and furnishings of the Council owned residential homes, to be funded from Council resources made available through the Department of Health Personal Social Services Capital Grant allocation for 2011/12.

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<b>DECISION-MAKER:</b>	COUNCIL
<b>SUBJECT:</b>	EXECUTIVE BUSINESS
<b>DATE OF DECISION:</b>	16 NOVEMBER 2011
<b>REPORT OF:</b>	LEADER OF THE COUNCIL
<b>STATEMENT OF CONFIDENTIALITY</b>	
NONE	

## **BRIEF SUMMARY**

This report outlines Executive Business conducted since the last Council meeting and highlights some of the positive developments and achievements.

## **RECOMMENDATIONS:**

- (i) That the report be noted.

## **REASONS FOR REPORT RECOMMENDATIONS**

1. This report is presented in accordance with Part 4 of the Council's Constitution.

## **ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

2. Not applicable

## **DETAIL (Including consultation carried out)**

3. As Leader of the Council. I identified in July 2010, two priorities for the Council: achieving Value for Money and Strong Leadership in facilitating economic growth for prosperity for the City. This report highlights the business undertaken by the Executive, particularly good news stories which demonstrate the progress we are making towards our objectives. A list of Cabinet decisions taken since the last Full Council meeting in September 2011 is attached as Appendix 1.

## **LEADER'S PORTFOLIO**

4. Solent Local Enterprise Partnership (LEP)  
Solent LEP has recently signed a Memorandum of Understanding (MOU) with UK Trade and Investment to work together to encourage the attraction and retention of investment by foreign owned businesses into the Solent area. It has been agreed that part of the Southampton City Council Economic Development team will form the core of the new Inward Investment Team for the Solent area.
5. Eastpoint site to be the base for a local leading apprenticeship firm  
Southampton City Council is paving the way for more apprentices to be trained in the City by agreeing to give a local apprenticeship training company the opportunity to purchase the (soon to be redundant) Eastpoint Centre site. The Eastpoint Centre is due to be passed back to the Council following Eastpoint's relocation to its state of the art new conference facility next month. Apprenticeships Training Limited (ATL), currently based in Hedge End, will move into the 5.9 acre site in Bursledon Road on a short term lease with an option to purchase the site.

6. ICE Bus at the Freshers' Fairs

The "In Case of Emergency" (ICE) bus attended the annual Freshers' Fairs at Southampton University and Southampton Solent University. The aim of the event was to promote the ICE bus, other night time economy initiatives, provide safety, alcohol and anti-social behaviour awareness information. Alcohol awareness bags were distributed as well as goody bags to raise awareness of being a quiet student neighbour! Other information regarding home security was also available to take away. The idea was to welcome students to the City and tell them about all the great services we have in Southampton. Joining the Safer Communities team were members of the Blue Lamp Trust promoting the Bobby Southampton Safe and Secure Homes scheme (due to launch this month) and the Hampshire Fire and Rescue Service.

7. Blue Lamp Trust

Following investment from the Police, Hampshire Fire and Rescue Service and SCC from LAA reward monies; the Blue Lamp Trust have a dedicated project in Southampton. Following the principles of the Bobby Scheme, a dedicated fitter will provide home security and fire safety advice and where appropriate, free practical intervention where improvements can be made to homes to make them more secure for the vulnerable and victims of crime in Southampton.

8. Operation Early

There has been a worrying increase in Southampton in the availability of what are called alcohol energy drinks. The most popular with young people is one called Crunk Juse. The caffeine in the drinks makes people feel as if they are still sober despite the fact they are quite drunk but they are not able to control the actions they take. As a result of not feeling drowsy or drunk, people often then consume another can or more alcohol and this can have devastating effects.

9. On 30<sup>th</sup> September, the Police and the Anti-Social Behaviour team conducted high visibility patrols on the west of the City to locate young people consuming alcohol. The Police confiscated the alcohol and together with staff from Southampton City Council, offered advice to both young people and adults about the dangers of drinking Crunk Juse and other alcohol products.

**ADULT SOCIAL CARE AND HEALTH PORTFOLIO**

10. Residents' views sought to improve adult social care in the City

The way that Councils are assessed on how well Adult Social Care Services are performing has changed and the Council is now producing a report for residents, which is called the 'Local Account'. The Council will produce its first Local Account in December this year.

11. Southampton Training Education Volunteering and Employment (STEVE)

STEVE is a partnership between local organisations that offer support to homeless and vulnerable adults in Southampton including the Council's Street Homeless Team. It aims to make it easier to access training, volunteering, and education that is designed for people who find it difficult to engage with

standard services and support them to find and stay in employment. One aspect of STEVE is the creation of a website that lists activities which are suitable for this client group. It has been designed by key workers and service users to ensure that it is easy to use, helpful and relevant.

12. Care Closer to Home

This service provides care in people's own homes 24 hours a day and seven days a week to people leaving hospital started in September. The service supports people to maximise their abilities, assist them to regain as much independence as possible and make decisions in their own home about whether they need ongoing residential care. At this stage the service is staffed to support up to five people for up to four weeks each. The service will be widely publicised and it is hoped that, should it prove effective, it will be extended after a few months. The service is funded by the transfer of funding from the NHS specifically granted to increase community services.

13. City Care First Support Recruitment day

The Adult Social Care Directorate's Domiciliary provision has been expanded, again with NHS funding, to widen the impact of a re-abling service during the hours of 7am and 10pm to increase independence and reduce ongoing care needs. This has led to a recruitment exercise which has been very successful. A second day was held on the 10<sup>th</sup> October 2011 and 88 people visited to submit applications. As one of the few expanding areas of the Council this is very good news for the local employment market.

### **CHILDREN'S SERVICES AND LEARNING PORTFOLIO**

14. Southampton chosen as pathfinder city for children and young people with extra needs

Children and young people in Southampton with disabilities and special educational needs (SEN) are set to be among the first in the country to benefit from reforms set out in a Government Green Paper after the Council and NHS Southampton City PCT jointly won a bid for 'pathfinder' status. This will bring £150,000 into the City to be spent over the new 12 months in modernising services and redesigning processes to improve and better join up the services.

15. Child Poverty Pilot 2009/11

As part of the work to deliver the Child Poverty Pilot 2009/11, the Council collaborated with Job Centre Plus (JCP) to host work focussed services for workless families in three Sure Start Children's Centres. During the 27 month pilot all targets were exceeded with 739 unemployed parents accessing advice from a JCP Family Advisors, 121 parents have successfully secured work including 87% staying in employment beyond six months. Following the success of the pilot, this is being rolled out to include JCP Advisors working across the City in areas of highest need in the seven core offer Sure Start Children's Centres. Workless families with young children will be able to access JCP Advisors in 'pram pushing distance' of their home and the aim is to conduct 2,080 interviews over the twelve month period.

## **ENVIRONMENT AND TRANSPORT PORTFOLIO**

16. Mansel Park Gala Day

Approximately 200-250 people enjoyed the vast array of activities at the event. Each year the voluntary organisers of this event try to bring in new attractions to tempt the community to come along. This event has become very popular with the community.

17. City Depot

The Waste and Fleet Transport Division officially moved to the Council's new City Depot, with the first day of operation being 16<sup>th</sup> September. The proceeding weekend saw a carefully co-ordinated effort involving front line, office staff and contractors to move the office, fleet workshops and equipment and the 45-strong refuse vehicle fleet to the new facility. Initially feedback has been overwhelmingly positive and any concerns over service delivery from the site have proved unfounded as staff have adapted quickly and settled in well to their new surroundings. Additionally, the move provides the opportunity to introduce new ways of working which will improve flexibility, productivity and morale.

## **HOUSING PORTFOLIO**

18. Energy Efficiency Improvements

Plans to carry out energy efficiency improvements including new windows, heating and external insulation to 4 Council owned blocks in International Way in the Weston area of the City using substantial funding provided by the Community Energy Savings Programme (CESP) via utilisation of British Gas together with resources from the Housing Revenue Account.

19. Housing Revenue

April 2012 spells the end of the Housing Revenue Account subsidy system. Under plans in the Localism Bill, English councils will take control of their housing rental income enabling them to plan effectively for the long term management of these key assets. Southampton has started the development of the full 30 year Housing Revenue Account Business plan as required under the new arrangements which includes a large capital programme in excess of £31M in 2012/13.

20. Speed Dating Success

In September the Communities team hosted their Speed Dating for Volunteers event at the Novotel. This included matching would be volunteers with great Southampton projects looking for more people to lend a hand. Volunteers got to meet face to face with the people behind each project and explore the idea they most fancied supporting. Initial feedback from the approximately 100 volunteers who came along has all been positive and the majority said they are very keen on volunteering with one or even several groups.

21. Green Open Spaces Award

Portswood Rec has been awarded the Green Open Spaces Award by the Southampton Commons and Parks Protection Society and the City of

Southampton Society. Congratulations to all those who have helped to transform and enhance the Rec in the last few years. At a recent community event, the Communities team worked with local residents to sign up more new Friends of Portswood Rec with good success. There was a good turnout, about 500 to 600 people during the day, lots of families but also a wide range of local people.

## **RESOURCES, LEISURE AND CULTURE PORTFOLIO**

### 22. Southampton's Arts Complex approved by Planning Committee

A new arts complex has been given the green light by the Council recently. The 100,000 sq ft Arts Complex and new restaurant and retail space will create more than 300 direct jobs with work aiming to start on site next summer. Grosvenor signed a formal agreement with the Council in 2010 and has been working in partnership with them to develop a detailed proposal for the scheme, which will be arranged around the newly landscaped Guildhall Square.

### 23. After Schools Coaching Programme

A successful procurement process has been concluded for the sports development team and after schools coaching programme. Southampton Solent University will manage the service on behalf of the Council from 5<sup>th</sup> December 2011. The partnership builds on the successful operation of St. Mary's Leisure Centre and a host of collaborations across the cultural sphere.

### 24. City schools and Council buildings to benefit from sustainable solar technology

The Council will be embarking on a programme of installing Photovoltaic (PV) solar panels on a number of its schools to generate electricity and reduce carbon emissions. Some civic buildings and housing stock will also benefit from investment in this technology. PV panels will be installed on around 15 school sites and 10 Council owned housing sites across the City. The Civic Centre will also have panels installed as part of the ongoing restoration of the building. A key benefit of the scheme will be the generation of new income from both the Feed in Tariff (FIT) and through the sale of surplus electricity back to the national grid which will provide the Council with an annual income.

## **SOUTHAMPTON CONNECT UPDATE**

25. On the 10<sup>th</sup> October, Southampton Connect formally launched its Southampton Connect Plan 2011-2014 to over 100 key City stakeholders and partners at an event hosted by City College Southampton. The event also raised awareness of the City Vision – *'Southampton – a connected city for growth and creativity; gateway to a world of opportunities'* and the 4 City Challenges of economic development; educational attainment and skills; wellbeing; and a sustainable, green and attractive environment. Delegates were also provided with opportunities to find out more about Connect's Priority Projects Programme and how to get involved, and also about the role and purpose of Southampton Connect itself. Hard copies of the Plan have been widely distributed including to all Council Members. The Plan itself, along with a report-back from the launch event and information on the Priority Projects Programme, can be viewed and down-loaded at: [http://www.southampton-connect.com/what/SCPlan\\_conference.asp](http://www.southampton-connect.com/what/SCPlan_conference.asp).

26. The focus of Southampton Connect’s monthly meetings will now shift from developing the Plan and scoping the priority projects, to reviewing progress on delivering the Priority Projects Programme and driving collaborative action on the 4 City Challenges. For further information on Southampton Connect, visit: [www.southampton-connect.com](http://www.southampton-connect.com).

**FORTHCOMING BUSINESS**

27. The Executive published its Forward Plan on the 17<sup>th</sup> October 2011 covering the period November to February and will publish its next plan on the 16<sup>th</sup> November 2011 covering the period December 2011 to March 2012. Details of all forthcoming executive decision items can be found at: <http://www.southampton.gov.uk/modernGov/uuCoverPage.aspx?bcr=1>

**RESOURCE IMPLICATIONS**

**Capital/Revenue**

28. N/A

**Property/Other**

29. N/A

**LEGAL IMPLICATIONS**

**Statutory power to undertake proposals in the report:**

30. N/A

**Other Legal Implications:**

31. N/A

**POLICY FRAMEWORK IMPLICATIONS**

32. N/A

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**KEY DECISION?** No

<b>WARDS/COMMUNITIES AFFECTED:</b>	None directly since this report is presented for information purposes.
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**SUPPORTING DOCUMENTATION**

**Non-confidential appendices are in the Members' Rooms and can be accessed on-line**

**Appendices**

1.	Decisions taken by Cabinet between September and November
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**Documents In Members' Rooms**

1.	None
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**Integrated Impact Assessment**

Do the implications/subject of the report require an Integrated Impact Assessment (IIA) to be carried out.	Yes/No
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**Other Background Documents**

**Integrated 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)

1.	N/A	
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# Agenda Item 9

<b>DECISION-MAKER:</b>	CABINET COUNCIL
<b>SUBJECT:</b>	HOUSING REVENUE ACCOUNT SELF-FINANCING: REFORM OF COUNCIL HOUSING FINANCE
<b>DATE OF DECISION:</b>	24 OCTOBER 2011 16 NOVEMBER 2011
<b>REPORT OF:</b>	CABINET MEMBER FOR HOUSING

## STATEMENT OF CONFIDENTIALITY

None

## BRIEF SUMMARY

This paper provides information on the new national regime for council housing finance, (Housing Revenue Account Self Financing), the impact on Southampton and the work that is underway to prepare for the new system to start from April 2012. It is the first of three reports that will be presented on this matter. The others will be the budget report in February 2012, which will be the main report containing the financial detail and the outturn report in July 2012, which will include information on the final implementation actions at the end of 2011/12.

This report is therefore the first stage in the development of the full 30 year business plan as required under the new arrangements. It presents the best information currently available for the period to 2015/16 so that a cautious provisional assessment can be made of the capital spending that could be undertaken in that period. This will enable work to commence on the design and procurement of some of the capital schemes for that period. The capital programme for 2011/12 to 2015/16 is attached at Appendix 1. The full 30 year plan will be presented in February 2012.

The report also seeks approval to

- Some key principles that will underpin the business plan;
- Some delegations that are necessary to ensure the smooth implementation of the new regime.

## RECOMMENDATIONS:

CABINET

- (i) To consider and agree the recommendations to Council

COUNCIL

1. It is recommended that the following principles are agreed to underpin the development of the full 30 year Housing Revenue Account (HRA) business plan;

- (i) For rents

- Rent increases will follow Government rent policy (rent restructuring) so as not to disadvantage the business plan.
- From 2 April 2012, all new tenants will be charged the full target rent for the property they move into
- From 2 April 2012, the target rent for houses be increased by

5% and the target rent for flats reduced by 2.9% so that there is no change in the average target rent for the HRA as a whole subject to a full financial assessment of the impact on tenants and the business plan being considered as part of the budget report in February 2012.

- (ii) For service charges, from 2 April 2012:
- All existing service charges will be recalculated to ensure that the charge is linked directly to the cost of the service provided.
  - The charge will endeavour to meet the principle of full cost recovery, with any exceptions being agreed as part of the budget report in February 2012.
  - Charges will then go up (or down) each year based on the actual cost of the service giving residents greater transparency and control over what they pay for a service.
  - That delegated authority is given to the Senior Manager for Housing Services, following consultation with the Cabinet Member for Housing, to approve the annual revision to service charges within the policy parameters agreed by Council.
- (iii) For garages and parking spaces, from 2 April 2012:
- Garages and car park spaces charges will increase each year by RPI + ½% i.e. in line with target rents.
  - These charges will be reviewed every 2 years to ensure they are comparable with other landlords.
  - A reduced rent incentive of 50% for 6 months will be introduced on garages where there is a need to increase usage.
  - That delegated authority is given to the Senior Manager for Housing Services, following consultation with the Cabinet Member for Housing, to decide where to apply the rent incentive and also to approve the annual revision to charges for garages and parking spaces within the policy parameters agreed by Council.
  - Plans will be implemented to remove the lockable posts from parking spaces in Housing ownership in the City centre.
- (iv) For the borrowing headroom:
- A proportion of the headroom will be retained as a reserve / contingency for any unforeseen or high risk / short term issues that need to be supported.
  - Some funding will be allocated on an “invest to save” basis so that there is a payback of capital over a period.
  - Some funding is allocated to “cash flow” estate regeneration initiatives where expenditure on relocating tenants and preparing for redevelopment takes place before the capital

receipts are received from the sale of the sites.

(v) For treasury management:

- The Council adopts the two loans pool approach for long term debt.
- Existing long term debt (at 16 November 2011) is split between the HRA and General Fund (GF), with this split ensuring there is no adverse impact on the GF.
- All long term loans raised after 16 November 2011 are allocated into either the HRA or GF pool.
- That delegated authority is given to the Chief Financial Officer “To increase the limits set in the annual treasury management strategy by the sum notified to the Council that it needs to pay to CLG under HRA reform and to take all decisions needed to borrow this sum before 26 March 2012”.
- For the purposes of preparing the current business plan, the maximum average debt per property should be set by reference to the projected HRA debt outstanding at 31 March 2012 and stock level used in the final debt settlement (currently estimated at £10,400). Average debt levels per property over the life of the business plan should not exceed this level.
- The full 30 year business plan should aim to make provision for the repayment of all HRA debt by the end of the plan.

2. It is recommended that the capital programme for 2011/12 to 2015/16 as set out in Appendix 1 is approved

3. To note that the implementation of the new system will require the HRA to borrow an estimated £70M in order to make the payment to CLG in March 2012.

## **REASONS FOR REPORT RECOMMENDATIONS**

1. To enable preparation of the 30 year Housing Revenue Account (HRA) business plan and to ensure proper arrangements are in place for the implementation of the new financial regime for Council housing,

## **ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

2. The introduction of the new financial regime is a legislative requirement. It will start on 1 April 2012 assuming that the Localism Bill receives Royal Assent in time. The capital spending plans set out for 2011/12 to 2015/16 are consistent with the priorities approved in the HRA outline business plan approved by Council in July 2011. The recommendations for the key principles that underpin the detailed business plan could be varied but the ones recommended are considered best for the long term viability of the HRA and also to protect the General Fund (GF) from any adverse financial impact from the borrowing that needs to take place.

## **DETAIL (Including consultation carried out)**

### **Background**

3. In the budget report in February 2011 it was noted that it may be necessary to make a special report on the implications of the new system during the summer and to further update capital spending plans for 2012/13 and subsequent years at that time. This report provides this information.
4. The Housing Revenue Account records all income and expenditure in relation to the provision and management of Council owned homes in the City.
5. A key feature of HRA finances is the HRA Subsidy system, the legal basis for which can be found in the Local Government and Housing Act 1989. Whilst there have been changes to the system over the years, the main principle is that every year the Government assesses:
  - The rental income we should receive;
  - The money we should spend on managing and maintaining the stock; and
  - The interest we pay on the debt it thinks we have.

These assessments are not finally notified to us until late December / early January and take effect from April each year. The actual income and expenditure will be different from the national assessments but the subsidy payments are based on the national assessments.
6. Where the Government's assessment of income exceeds the assessment of expenditure councils have to pay money to the Department for Communities and Local Government (CLG) (often referred to as negative subsidy) the reverse also applies. In 2011/12, we are budgeting to pay £7.6M to CLG (or 12% of our turnover) in negative subsidy. If the subsidy system remained in place the negative subsidy payments would have continued to rise in future years.
7. Over the years there has been a steady decline in the number of councils receiving money from CLG and an increase in those paying money to CLG to the extent that nationally, CLG receive more than they pay out. This has often been referred to as the "hidden tax on tenants". As a result many councils and tenants have long been seeking a change to the system.
8. The Government therefore started a review of HRA finances back in 2008. The aim of the review was to *"develop a sustainable, long term system for financing council housing that is consistent with wider housing policy and fair to both tenant and taxpayer"*. There were 4 workstreams for the review:
  - Costs and standards of social housing;
  - Rents and service charges;
  - Rules governing the HRA and capital receipts; and
  - HRA subsidy.

### **Latest position**

9. The latest proposals for reform were published in February 2011. The main thrust of the proposals is that councils who currently pay money each year to CLG will make a single payment to CLG to buy their way out of the subsidy system. The few councils currently receiving annual payments from CLG will receive a single payment to end CLG's support to them. The aim is that the new system starts from April 2012, subject to the Localism Bill receiving

Royal Assent in time. ***It is not an optional scheme.***

10. The February paper from CLG advised us that we would need to make a single payment of £64M to CLG. Our latest assessment, using the methodology set by CLG, is that the payment will be circa £70M. This is because the Retail Price Index (RPI) is higher than expected when the forecasts were prepared by CLG in February. More information on the sum due will be available in November, with the final number notified to us in January 2012. ***The HRA will therefore need to borrow in the region of £70M in order to make the payment to CLG.***
11. Other key features of the new system are:
  - There will be a cash cap on total HRA borrowing. It is currently estimated that we can borrow up to £21.7M more before we reach our debt cap. This is an absolute level of debt cap.
  - 75% of all Right-To-Buy sales proceeds will continue to be paid to CLG, but the Council will be able to retain 100% of all other HRA disposals, subject to them being used for affordable housing or regeneration.
  - Current national rent policy will continue, which means that rents will increase by at least RPI plus 0.5% pa (and more in the short term as council rents are increased up to housing association levels by 2015/16).
  - There will be a limit on the maximum average rent level that the Council can set in any year if it wants the costs of housing benefit for Council tenants to be met in full by Government.
  - The Council's current borrowing needs to be split between the HRA and General Fund, with all new borrowing being allocated to one account or the other. This is essential to avoid any initial adverse impact on the General Fund and to facilitate different approaches to treasury management in the future.
  - The Council will be required to establish an outline 30 year business plan with a more detailed 5 year business plan (investment plans) to manage the income and investment in Council stock. The decent homes standard will be retained as the minimum standard that Council homes should be maintained to.
  - Within the HRA, the introduction of a depreciation calculation will place restrictions on the use of some of the HRA's capital resources.
  - Demolitions approved by 31 August 2011 will be excluded from the debt calculation, but consideration of any disposals after that will need to recognise that the average debt level per dwelling will be circa £10,400.
  - ***The HRA ring-fence is retained unchanged and will continue to be subject to audit.*** The rules that govern the operation of the ring-fence were outlined in the Local Government and Housing Act 1989 and in circular 8/95. Expenditure from the HRA is determined to be linked directly to the landlord function provided by the Council to its tenants. The ring-fence gives scope for support to spending that 'benefits' Council tenants providing the justification for the spend is clear and is not expenditure which would ordinarily be met from the

General Fund.

- The new system is more transparent, enabling improved accountability to tenants and giving the opportunity for more meaningful involvement in decision making. Indeed the regulatory code from the Tenants Services Authority outlines the role that tenants should play in scrutiny of a landlord's services.

### **Advantages and risks**

12. The new system will bring a number of advantages as well as some new risks.
13. A major benefit of the new system is the ability for councils to now undertake long term planning for their business without being subjected to the vagaries and uncertainties of the annual subsidy settlement. This will give a framework for more active housing investment strategies, securing procurement opportunities, generating new income streams and the potential for the Council to develop new dwellings for itself. It will also be seen by tenants as a much 'fairer' system as they will see the rents they pay in Southampton spent in Southampton.
14. There are new risks that need to be managed. By far the biggest risk is the exposure to changes in interest rates which can be mitigated by treasury management strategies linked to prudent business planning. In addition, CLG has the ability to reopen the settlement and there remain risks from fundamental changes in national housing policy rendering business plans unviable.
15. A major feature of the new system is the requirement for long term business planning. Long term business planning (5 years and 30 years) is not only possible but is essential to the successful long term implementation of the new financial regime. It will therefore be essential that short term considerations do not undermine the long term financial viability of the HRA as the Council will retain responsibility for the management of the HRA to ensure its homes can continue to be maintained for current and future tenants.

### **Key principles for use in developing the business plan**

16. In order to develop the business plan it is important to establish some key principles that can be used to underpin the plan. These principles will be used to develop the detailed business plan that will be presented to Cabinet and Council in February 2012. There should be regarded as firm commitments for the foreseeable future to protect the integrity of the business plan.
17. The principles cover a range of matters set out below.

#### **Rents**

18. In calculating the debt settlement CLG have assumed that current Government policy for setting rents continues. This is known as rent restructuring, which means that rents for all council owned dwellings will gradually increase to match the current social rent levels currently charged by Housing Associations. The Council is not required to increase rents to the proposed new affordable rent levels which can be set at up to 80% of

market rents.

19. Under this formula, the inflationary increase is determined by the Retail Price Index for September. The formula requires the addition of a further 0.5% plus an element for converging with Housing Association rent levels. The date for this convergence is 2015/16. The rules also require that the rent convergence component of the increase for each dwelling should not exceed £2.00 per week. The Council has followed this rent policy since it started in April 2003.
20. **It is recommended that rent increases will follow Government rent policy so as not to disadvantage the business plan.**
21. There are also other features of the national rent restructuring framework that have previously been discounted but now need to be reconsidered under self-financing.
22. The arrangements set out in paragraphs 18 to 19 above, do not need to be applied when a new tenant occupies a property (a transfer or mutual exchange is not treated as a new tenant). In these circumstances it is open to the Council to decide whether the new tenant should be immediately charged the full target rent. On average, target rents are £5.47 above current rent levels so adopting a policy of charging all new tenants the target rent would increase income to the HRA in the short term and result in more properties reaching the target rent by 2015/16. There is no long term benefit as all properties will eventually reach the target rent. There is also the risk that the overall average HRA rent level might exceed the maximum average rent level that the Council can set in any year if it wants the costs of housing benefit for Council tenants to be met in full by Government. The initial assessments show that this is very unlikely to occur, but it will need to be kept under review each year.
23. Under the subsidy regime, there was no advantage in adopting this policy because any additional funding raised would have increased the subsidy payment to CLG. Under self-financing the extra revenue would be retained in the HRA. The additional revenue in 2012/13 is provisionally estimated at £100,000, which can be used to support further investments in tenants' homes and the services we provide. This has not been included in the current business plan. It is proposed that the final sum will be confirmed and included in the February 2012 budget report.
24. **It is recommended that from 2 April 2012, all new tenants will be charged the target rent for the property they move into.**
25. The rent restructuring policy also allows for individual target rents to be increased or reduced up to 5% as long as the overall average rent does not change. When the Council adopted rent restructuring in 2003 it was decided, following consultation with tenants at that time, not to make any such adjustment. Over the years since then however, there has been a growing view that the differential between flats and houses is not large enough, particularly when the service charges for flats are taken into account.
26. To respond to these issues, the Council intends to utilise the 5% 'tolerance' to uplift the rent for houses in the City to recognise their 'value' to residents.

Rents for flats would therefore be decreased to achieve the same overall average rent. This will ensure there is a suitable variation between the rent for a flat and a house of the same size. This does not generate the Council any additional income as the overall average rent we charge cannot vary.

27. **It is recommended that from 2 April 2012, the target rent for houses be increased by 5% and the target rent for flats reduced by 2.9% so that there is no change in the average target rent for the HRA as a whole, subject to a full financial assessment of the impact on tenants and the business plan being considered as part of the budget report in February 2012.**

#### Service Charges

28. Over recent years the link between costs and income for individual service charges has been eroded. This position needs to be corrected so that service charges levied are linked to budgeted costs each year.
29. **It is recommended that from 2 April 2012:**
- **All existing service charges will be recalculated to ensure that the charge is linked directly to the cost of the service provided.**
  - **The charge will endeavour to meet the principle of full cost recovery, with any exceptions being agreed as part of the budget report in February 2012.**
  - **Charges will then go up (or down) each year based on the actual cost of the service giving residents greater transparency and control over what they pay for a service.**
  - **That authority is given to the Senior Manager for Housing Services, following consultation with the Cabinet Member for Housing, to approve the annual revision to service charges.**
30. This report does not propose the introduction of any new service charges. This will be considered as part of the budget report in February. There are two approaches to implementing new service charges. Where the charge relates to a new service then it is possible to add the full cost of the new service to the rent. If the service charge relates to an existing service then the dwelling rent for those tenants affected by the new charge is reduced by the same value as the new service charge. This means affected tenants will not pay any more in the first year. Once implemented, the annual review of these charges would follow the same arrangements set out above.

#### Other charges

31. The other charges relate to the charges for garages and parking spaces. In the past different approaches have been adopted to setting these charges. Plans are also being developed in partnership with Highways to remove parking spaces from Housing ownership as it is not cost efficient for Housing to continue to manage these spaces and the lockable posts currently used are considered an eyesore in the City centre.
32. **It is recommended that from 2 April 2012:**
- **Garages and car park spaces will increase each year by RPI + ½% i.e., in line with target rents**
  - **These charges will be reviewed every 2 years to ensure they are**



**comparable with other landlords.**

- **A reduced rent incentive of 50% for 6 months will be introduced on garages where there is a need to increase usage.**
- **That authority is given to the Senior Manager for Housing Services, following consultation with the Cabinet Member for Housing, to decide where to apply the rent incentive and also to approve the annual revision to charges for garages and parking spaces.**
- **Plans will be implemented to remove the lockable posts from parking spaces in Housing ownership in the city centre.**

#### Borrowing Headroom

33. The new financial regime will replace the current prudential borrowing arrangements for the HRA with an absolute cap on the level of debt that the HRA is allowed to have outstanding. The current assessment of the level of the cap is that the HRA would be able to borrow up to £21.7M more than the projected debt level at 1 April 2012.
34. Careful consideration needs to be given to the use of this headroom. Three potential uses of the headroom are envisaged, although at this stage the £21.7M has not been divided between them.
- 35 **It is recommended that:**
- **A proportion of the headroom will be retained as a reserve / contingency for any unforeseen or high risk / short term issues that need to be supported.**
  - **Some funding will be allocated on an “invest to save” basis so that there is a payback of capital over a period – for example on installing PV cells to blocks of flats to benefit from feed in tariffs or other similar initiatives.**
  - **Some funding may be allocated to “cash flow” estate regeneration initiatives where expenditure on relocating tenants and preparing for development takes place before the capital receipts are received from the sale of the sites.**

#### Treasury Management / Debt Management

36. As noted in paragraph 14, treasury management becomes a major issue for the HRA under the new regime. Under the current subsidy system the HRA is insulated from changes in interest rates as any increase or reduction in interest costs was fully compensated for in the subsidy system. In the future, increases or reductions in costs will directly impact on the HRA. It will therefore be necessary to develop a specific treasury management strategy for the HRA and also to make prudent provision for interest costs in the business plan.
37. It is also necessary to reconsider some technical aspects of the Council's current treasury and debt management arrangements. Currently all long term loans raised by the Council are placed in a single “pool” with the HRA and GF charged an average interest rate of all the borrowings. This approach is common amongst local authorities and it has long been recognised that if this

arrangement was maintained after April 2012 then:

- The average interest rate would rise in 2012/13 as the new borrowings that are specifically for the HRA will be at higher rates than current borrowings; and
  - There will be different business considerations in the future as the HRA will be required to plan its business over a 30 year period.
38. This issue has been the subject of review at a national level and the new preferred approach is for councils to adopt a “two pool” approach, one for the HRA and one for the GF. All new borrowings would be charged to one of these pools and decisions on the type and period of the borrowing can be made in the context of their respective business needs. The costs of the estimated £70M that the HRA will need to borrow will be therefore be fully charged to the “HRA pool”.
39. The other issue this raises is how best to split the existing debt between the two new pools. A key principle is that there should be no detriment to the GF. It is considered that the best approach would be to split all existing long term borrowing as at 16 November 2011 between the HRA and GF, with all borrowing after this date being allocated to either the HRA or the GF. The Council’s treasury advisors have been asked to recommend how best to make the split of the existing loans to ensure there is no detriment to the GF.
40. No changes are proposed to the short term cash management arrangements and it is not necessary to consider matters like separate bank accounts etc. The Council will also retain a single firm as treasury advisors.
41. **It is therefore recommended that:**
- **The Council adopts the two loans pool approach for long term debt;**
  - **Existing long term debt (at 16 November 2011) is split between the HRA and GF, with this split ensuring there is no adverse impact on the GF; and**
  - **All long term loans raised after 16 November 2011 are allocated into either the HRA or GF pools.**
42. The Council’s long term borrowing strategy is set out each year in the “Annual Treasury Management Strategy and Prudential Limits report”. The authority to make decisions on long term borrowing is provided for in delegated power 7.1.12, which enables the Chief Financial Officer *“To take all and any decisions necessary or required to be taken by an officer of the Council in relation to the Council’s Treasury Management activities and to authorise all officers within the Finance Division to undertake operational Treasury Management activity consistent with those decisions and the Annual Treasury Management Strategy”*
43. The “Annual Treasury Management Strategy and Prudential Limits report” was last presented to Council in February 2011. That report specifically noted that no allowance had been made for the additional borrowing that would arise from HRA reform, due to the uncertainty over the timing and amounts to be borrowed.

44. The HRA will need to borrow substantial sums (currently estimated at £70M) no later than 26 March 2012. Most of the Council's borrowings are from the Public Works Loans Board (PWLB). It has been announced that special lower PWLB rates will be available between a date yet to be specified in January and 26 March. In order to secure the best treasury management arrangement for this borrowing it is essential to ensure that the delegated power above can be utilised to decide the best borrowing arrangements for this payment.
45. **It is therefore recommended that delegated authority is given to the Chief Financial Officer "To increase the limits set in the annual treasury management strategy by the sum notified to the Council that it needs to pay to CLG under HRA reform and to take all decisions needed to borrow this sum before 26 March 2012".**
46. In the future, one of the key measures of debt management will be to ensure that the average debt per property does not increase unless there is a positive decision to this effect and the HRA business plan demonstrates that this is affordable. This would mean that as dwellings are sold or demolished, provision needs to be made to repay the debt associated with those properties. This average debt level would be established each year as part of the treasury management strategy. CLG also expect that the HRA business plan will provide for the repayment of all HRA debt over the life of the plan.
47. **For the purposes of preparing the current business plan, it is recommended that the maximum average debt per property should be set by reference to the projected HRA debt outstanding at 31 March 2012 and the stock level used in the final debt settlement. Average debt levels per property over the life of the business plan should not exceed this level (currently estimated at £10,400). The full 30 year business plan should aim to make provision for the repayment of all HRA debt by the end of the plan**

#### **Capital Programme 2011/12 to 2015/16**

48. The capital programme for 2011/12 to 2015/16 is attached at Appendix 1. This now utilises the main priority headings approved by Council when it approved the outline HRA business plan in July 2011. The sums available for spending in each year have been assessed on a cautious basis, as it is important that an affordable spending programme is agreed at this time so that design work and procurement can proceed in order to avoid a slow down in spending in the early part of 2012/13. The spending shown is at outturn prices i.e. allowing for inflation.
49. A final assessment of spending levels will be included in the report to Cabinet and Council in February 2012, when the spending plans can be updated to reflect the revised level of resources. Key features of the new programme are set out below.
- Safe, wind and weather tight
50. Spending has been prioritised to ensure that the properties that the Council are responsible for are maintained to ensure they are safe for residents to live in and the overall structural integrity is maintained. This programme ensures

that roofs are replaced as needed, all properties in the City have double glazed windows, electrical systems are safe and can accommodate modern demands, and properties are structurally sound. This programme specifically includes provision to replace walkways to supported housing schemes such as the scheme recently completed at Bassett Green Court.

#### Warm and energy efficient

51. The Council recognises that with increasing utility bills it is vitally important to support our tenants by undertaking improvements to their homes that helps them save money on the basics of heating and lighting. A warm and comfortable home also contributes significantly to the wider health of our residents in the City. This programme provides insulation to some of our most needed properties such as tower blocks, some blocks of flats and our Pre-cast Reinforced Concrete (PRC) houses. We are also developing a programme to install more energy efficient lighting and controls for communal areas in our flats to help drive down electricity bills for tenants. This programme also specifically provides for the removal of over 5,000 tenants from the current landlord heating system to give the control and choice over heating their home back into the hands of our tenants.
52. This section of the programme will also be enhanced by the use of some of the borrowing headroom in order to facilitate further energy efficiency measures, particularly those that enable the Council to access matched funding through schemes such as green deal and FIT.

#### Modern Facilities within the home

53. We want our tenants to be able to live in good quality modern homes with facilities that are up to modern standards. This programme supports the installation of new kitchens and bathrooms across the City based on the current assessment of need. We will also be ensuring that all homes with gas central heating have modern boilers by removing all back boilers and upgrading systems as necessary. We will also ensure that our homes can continue to meet the needs of our older residents by continuing to provide disabled adaptations as required, as well as updating bathrooms in some of our supported schemes with modern shower facilities.

#### Well maintained communal facilities

54. We will also continue with our programmes for investment in the areas outside our tenants' front doors. This will include refurbishing our lifts in our tower blocks and supported schemes as needed, upgrading door entry systems and improving the communal hallways and common areas of our supported schemes and blocks of flats. We will specifically maintain our commitment to the ongoing programme of Decent Neighbourhoods improvements to improve the open spaces around our homes.

#### Estate Regeneration

55. The programme includes provision for all approved schemes, including the master planning for Townhill Park. It is important that the future HRA capital programme makes provision for estate regeneration in Townhill Park as well as other areas of the City. The best financial model for doing this is being considered as part of the current master planning for Townhill Park. The

consultants brief includes the following requirement:

*There will be a detailed investment cashflow model which sets out very clearly a viable decant, disposal, redevelopment and refurbishment programme. Cashflows will be produced which show anticipated Council income and expenditure in phases, and a viable cashflow developed which ensures that the Council enabling costs are kept to a minimum at the early stages of the project, with capital receipts paying for the latter stages of Council enabling expenditure. It is anticipated that the investment model and development approach will be rolled out to other priority regeneration areas.*

56. It is anticipated that the final report will be submitted to Cabinet in March 2012. However, the draft financial model will be available in December 2011 to assist with informing the February budget report. This will be crucial in determining the financial impact on the HRA of future schemes, as these will now need to be assessed over the 30 year life of the plan
57. The value of HRA land for redevelopment as part of Estate Regeneration is fundamental to the HRA Business Plan for the purposes of future planning for estate regeneration. Housing density is an important element which informs the value of land for residential use. There is also the need to unlock value through better use of space and good urban design. The aim of estate regeneration is to transform neighbourhoods as part of a wider commitment of delivering sustained economic growth and tackling deprivation on Southampton's Council estates and this includes maximising the number of new homes, including family homes, as part of the re-development. In other words demolishing low density schemes and redeveloping at a higher density. The ability to move to develop at high density on estate regeneration sites (incorporating high quality design and recognising site conditions) would have a significant impact on the value of HRA land and contribute positively to HRA Business Plan.
58. With such significant issues under consideration a sum of £2.5M per annum for 4 years (£10M in total) has been included in the current capital programme. This will be updated for the next report in February 2012. This represents a significant contribution from the HRA but estate regeneration is not limited to HRA and dwellings but involves the comprehensive regeneration of a neighbourhood. The General Fund will also therefore need to consider how it can contribute to this important corporate initiative.
59. **It is recommended that the capital programme for 2011/12 to 2015/16 as set out in Appendix 1 is approved.**

### **Social Housing Reform**

60. Alongside the changes to Council Housing Finance, the Council is currently considering the implications of Social Housing Reform proposals which are currently part of the Localism Bill passing through Parliament. The most significant impact of the reform will be that from April 2012, councils will be able to offer fixed term tenancies as well as full secure tenancies (sometimes referred to as tenancies for life). This will allow the Council in certain circumstances, to grant a five year tenancy that will be subject to review. In order to introduce such tenancies, the Council will be required to set out a strategic policy for tenancies and it will also necessitate changes to the

current allocations policy. Work is now underway to consider the implications and the opportunities of the reform with a view to bringing recommendations concerning changes to tenancy and allocation policies to Cabinet in early 2012. In principle, the Council will be seeking to utilise the changes to enable it to make the best use of its housing stock in the future, provide flexibility to support residents into training and employment, and support ongoing work to ensure that tenants look after their home. It is anticipated that the changes will have some impact on the overall HRA business plan and these will be assessed and reported in future reports to Cabinet.

### **Consultation**

61. In May 2011, the Council held a workshop attended by over 50 already involved residents. As part of this workshop detailed discussions were held and views sought on what type and level of investment tenants were looking to see as part of the new self funding proposals. In general terms, residents were very keen to see:
- Funding provided to ensure their homes are maintained to a good standard;
  - Significant priority was attached to work that would improve the energy efficiency of their homes;
  - Tenants wanted to continue to receive new kitchens and bathrooms at a reasonable frequency;
  - Continued investment in the neighbourhood areas; and
  - A commitment to building new homes.
62. Over the summer period consultation was undertaken with tenants in Townhill Park about the potential opportunities for regenerating the area and building new homes. This consultation received very positive support from the whole community.
63. In October, the Tenants' Resources Group received a presentation on the outline business plan and had the opportunity to raise comments and questions. This dialogue will continue over the next few months as the arrangements for self-financing are finalised.
64. The proposals in this paper have been discussed at the Management Board of Directors and various officers have been involved in the preparation of this report. Briefings have also been arranged with the Group Leaders and Housing Spokespersons as well as the Chair of Overview and Scrutiny Management Committee. All members of the Council have also been invited to a similar briefing before this report is considered at Cabinet.

### **RESOURCE IMPLICATIONS**

#### **Capital/Revenue**

65. This is the first of three reports that will be presented on the new financial regime for the HRA. The others will be the budget report in February 2012, which will be the main report containing the financial detail; and the outturn report in July 2012, which will include information on the final implementation actions at the end of 2011/12.

66. This report does not therefore seek to present a full 30 year business plan. This will be included in the budget report in February 2012. It does however, present the best information currently available for the capital funding plan for the period to 2015/16 so that a cautious provisional assessment can be made of the capital spending that can be undertaken in that period. This will enable work to commence on the design and procurement of some of the capital schemes for that period.
67. The proposed capital programme is attached at Appendix 1. This shows annual spending for the period 2012/13 to 2015/16 averaging over £30 pa. This is substantially greater than the programmes that might have been possible if the subsidy system had continued, where programmes in the region of £20M pa would have been likely.
68. A capital funding plan for the period to 2015/16 is attached at Appendix 2. Although the programme is potentially short of resources in 2014/15, there are adequate resources available the following year to mean that the proposed capital spend is affordable over this period. Importantly, the funding plans for this programme do not assume any use of the borrowing headroom so some short term borrowing could be used to fund this shortfall if needed.
69. In developing the full business plan, careful consideration needs to be given to how to manage risk in the new regime. Reserving some borrowing headroom is one option and taking a prudent view of interest rate increases is another. However, there will always be unforeseen events that arise and it is considered that it would also be prudent to establish a “risk fund” that could be drawn on to help mitigate the effect of these events on other spending commitments, at least in the short term. The size of this fund will be considered as part of the work later this year and a recommendation included in the budget report for February 2012.

### **Property/Other**

70. The business plan outlines the investment needs identified to maintain the current Council owned homes in a good and modern condition and also provides for additional investment to improve the performance of the Council's homes and improve the neighbourhoods in which they sit. It also makes provision to support the regeneration of Townhill Park and future estate regeneration schemes. It reflects a detailed assessment of current stock condition and what investment level is needed to maintain the homes over a 30 year period. Therefore, the Capital Programme attached to this report identifies the first stage in the full 30 year assessment of financial demands of the stock. The investment principles established within this report reflect a long term commitment on behalf of the Council to ensure that its homes best meet the needs of our tenants, whilst balancing the financial demands on the Council over 30 years. The ability to plan for the medium to long term allows the Council to provide greater clarity and certainty to its tenants as well as seek efficiencies in delivering significant improvement projects. It is therefore important to recognise that short term adjustments to the priorities have potentially long term impacts on the viability of the overall business plan.

## LEGAL IMPLICATIONS

### Statutory power to undertake proposals in the report:

71. The legislative framework for the new regime for council housing finance is set out in the Localism Bill. All the preparations are being made on the basis that this Bill will have received Royal Assent in time to enable the new system to start from April 2012. Should the Bill be delayed, it will be for CLG to decide what arrangements will be put in place for housing finance in 2012/13.
72. The changes to the proportion of capital receipts from non Right-To-Buy sales that need to be paid to CLG do not depend on the Localism Bill. These can be done by a statutory instrument approved by the Secretary of State. The Government has indicated that it intends for these changes to be made at the same time as the new financial regime starts.
73. The draft directions published by CLG that will be provided to the Housing Regulator (to replace the Tenant Services Authority from April 2012) outline the requirements for the minimum standard that homes should be maintained to and the expectations for the involvement of tenants in shaping the plans of their landlord.

### Other Legal Implications:

74. The principles outlined within this report can be introduced to tenants without the requirement to change the standard tenancy agreement. Regard will be given to statutory consultation requirements as necessary.

## POLICY FRAMEWORK IMPLICATIONS

75. The HRA estimates form part of the Council's budget and are therefore key elements of the Council's overall budget and policy framework. The proposed estimates also reflect the priorities set out in the approved stock options report and HRA Business Plan.

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**KEY DECISION?** Yes

<b>WARDS/COMMUNITIES AFFECTED:</b>	All
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**SUPPORTING DOCUMENTATION**

**Non-confidential appendices are in the Members' Rooms and can be accessed on-line**

**Appendices**

1.	HRA Capital Programme 2011/12 to 2015/16
2.	Capital funding plan for the period to 2015/16
3.	Glossary of Terms

**Documents In Members' Rooms**

1.	None
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**Integrated Impact Assessment**

Do the implications/subject of the report require an Integrated Impact Assessment (IIA) to be carried out.	Yes/No
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**Other Background Documents**

**Integrated 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)

1.	None	
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<b>DECISION-MAKER:</b>	COUNCIL
<b>SUBJECT:</b>	REVIEW OF POLLING DISTRICTS AND POLLING PLACES
<b>DATE OF DECISION:</b>	16 NOVEMBER 2011
<b>REPORT OF:</b>	DIRECTOR OF CORPORATE SERVICES
<b>STATEMENT OF CONFIDENTIALITY</b>	
None	

## **BRIEF SUMMARY**

The purpose of this report is to place before Council the review of polling districts and polling places carried out in accordance with the obligations under the Electoral Administration Act 2006. The recommendations to Council have been compiled by the Electoral Registration Officer with input from a panel of Members representing all political groups on the Council. The recommendations together with background information are set out in detail in Appendix 3.

## **RECOMMENDATIONS:**

- (i) That the recommendations in respect of the polling districts and polling places as set out in Appendix 3 be approved.

## **REASONS FOR REPORT RECOMMENDATIONS**

1. There is a statutory obligation to complete this review by the 31<sup>st</sup> December 2011.
2. The recommendations brought forward following the statutory consultation process take into account the representations made and represent the recommendations of both the Electoral Registration Officer and the informal panel appointed to consider the representations.

## **DETAIL (Including consultation carried out)**

### General Background

3. Section 16 of the Electoral Administration Act 2006 introduced a number of changes to the Representation of the People Act 1983 in respect of the way reviews of polling districts and polling places must be undertaken.
4. The first review was completed in 2007 and subsequent reviews must be undertaken every four years. By 31st December 2011 Southampton City Council must have undertaken and completed a review of all of the polling districts and polling places in its area, except in the circumstances where a polling district or polling place is created in 2011 (when in such circumstances, the first review of the polling district or polling place must be completed before the end of the period of four years starting with the date on which the designation is made).

### The Role of the Returning Officer

5. The Council is required to consult the Returning Officer for every parliamentary election held in a constituency that is wholly or partly within its area. The Returning Officer is required to make representations to the relevant authority, which must include information as to the location of polling stations (both existing and proposed) within polling places (both existing and

proposed). Within thirty calendar days of their receipt, the Council is required to publish the Returning Officer's representations as a minimum:

- at the relevant authority's office;
- at least one other conspicuous place in the area; and
- on the relevant authority's website.

#### Other Representations

6. In reviewing polling places, Southampton City Council is required to actively seek representations from such persons as it thinks have particular expertise in relation to:
- access to premises; or
  - facilities for persons who have different forms of disability.

#### What is the difference between a polling district, a polling place and a polling station?

7. A polling district is a geographical sub-division of an electoral area, i.e. a UK Parliamentary constituency, a European Parliamentary electoral region, a ward or an electoral division.
8. A polling place is a geographical area in which a polling station is located. However, as there is no legal definition of what a polling place is, the geographical area could be defined as tightly as a particular building or as widely as the entire polling district.
9. A polling station is the actual area where the process of voting takes place, and must be located within the polling place designated for the particular polling district.

#### Who is responsible for designating Polling Districts?

10. SCC, as a "relevant authority" in the UK is responsible for dividing its area into polling districts for UK Parliamentary elections for so much of any constituency as is situated in its area, and for keeping the polling districts under review.
11. For European Parliamentary elections, the same polling districts as designated for UK Parliamentary elections are to be used unless the relevant authority considers that there are special circumstances that make alternative designations appropriate.
12. For local government elections, a local authority may divide its designated electoral areas (i.e. wards or electoral divisions) into polling districts.
13. Although there is no requirement to sub-divide local government electoral areas into polling districts, it is recognised good practice to do so. When doing so, every effort must be made to ensure that the polling district scheme for local government elections mirrors as closely as possible that agreed for parliamentary elections.

#### Who is responsible for designating Polling Places?

14. Every relevant authority in the UK must designate a polling place for every polling district in the parliamentary constituency unless the size or other circumstances of the polling district are such that the situation of the polling stations does not materially affect the convenience of the electorate. The relevant authority must also keep the polling places under review.

15. Relevant authorities must:
- a) seek to ensure that all the electors in the constituency have such reasonable facilities for voting as are practicable in the circumstances;
  - b) seek to ensure that so far as is reasonable and practicable, the polling places they are responsible for are accessible to all electors, including those who are disabled, and when considering the designation of a polling place, must have regard to the accessibility needs of disabled persons.
16. In addition, the polling place for a polling district must be within the area of the district unless special circumstances make it desirable to designate an area either wholly or partly outside of the polling district. The polling place must also be small enough to indicate to electors in different parts of the polling district how they will be able to reach their designated polling station.
17. Should a relevant authority fail to designate a polling place, the entire polling district will be classed as the polling place for that district.

#### Who is responsible for designating Polling Stations?

18. The Returning Officer for the particular election must provide a sufficient number of polling stations, and allot the electors to those polling stations in such manner as he or she thinks the most convenient.
19. The polling stations must be located within the polling places designated by the relevant authority. The election rules permit the Returning Officer to provide one or more polling stations within the same room, and must supply each with a sufficient number of voting compartments. The Representation of the People Act 1983, Chapter 2, Schedule 1, Part III also gives Returning Officers the right to select schools as venues for polling stations and places a duty on schools to provide the facilities required if asked to do so.

#### Evaluating the suitability of potential polling places

20. Regardless of the expert advice the relevant authority is required to seek, it is important that the accessibility needs of all voters are considered when designating polling places. There are a number of practical considerations that were taken into account to facilitate this process. They are set out in Appendix 2.

#### The process

21. In order to aid the process and enable Members to have early input into the recommendations now before Full Council, the Electoral Registration Officer/ Returning Officer recommended to Group Leaders that an informal steering group was established. This was done, and the group has met on a number of occasions to both consider the process, the representations received and the recommendations now contained in summary in Appendix 1, with full considerations in Appendix 3. The minutes of this panel have been placed on the Council's internet site, in accordance with the regulations.

#### The Timetable for the Review

22. Statutory notice of the start of the review: 12th July 2011  
Publication of Returning Officer's Proposals: 12th July 2011

Comments from consultation: by end of August 2011

Report to Council meeting: 16th November 2011

### The Returning Officer's Representations

23. The Council is required to consult the Returning Officer in relation to the review, and the Returning Officer is required to make representations to the Council and within 30 days these are required to be published. The Returning Officer's representations were published at the outset of the review and are contained within the table, also incorporating representations and final summary recommendations, set out in Appendix 1, to this report.
24. The following considerations were taken into account by the Returning Officer when drawing up his proposals. Comments made during the consultations needed to keep these in mind, and Members will need to keep these in mind as well. The first two are required by electoral law, the others taken from previous reviews and are guidelines only, not strict rules or obligations:
- a. The Council must seek to ensure that all electors have such reasonable facilities for voting as are practicable in the circumstances.
  - b. The Council must seek to ensure that so far as is reasonable and practicable, every polling place is accessible to electors who are disabled.
  - c. Ideally, the Polling Place should be in its own polling district.
  - d. No polling place should be shared by two wards.
  - e. Where possible, "natural" boundaries should be used, e.g., railways, major roads, etc.
  - f. All properties in a minor road or estate should ideally be in the same polling district.
  - g. Polling Places should be "logical"; that is, electors should not have to pass another polling place to get to their own polling place.

### The Panel's Recommendations

25. The panel met and considered the representations and formulated draft recommendations for each polling station. These are set out in the table in detail in Appendix 3.

### Comments on the Review by the Returning Officer

- The Returning Officer is mindful of the fact that changing polling stations can cause confusion for electors and wishes to make it as simple as possible for every eligible elector to use their vote.
- Polling stations are assessed and steps are taken to improve accessibility for all members of the community. Where problems are drawn to the Returning Officer's attention, every effort is made to resolve them. At each election, polling staff are asked to report back on any difficulties encountered by electors and all such reports made over the last four years have been taken into account in drawing up the proposals.

- The Council should note that it is possible, if not likely that the Boundary Commission will require a full review of the ward boundaries for the City before the next periodic review.
  - The impact of developments such as Woolston Waterside may require ward specific reviews leading to the provision of additional polling stations.
- 26.
- The impact of the guidelines from the Electoral Commission as to the numbers of voters that may be allocated to a single polling station means that many stations may over the life of this review reach capacity either as double stations or as single stations in avenue that cannot be doubled up on. The alternative may well be local schools.
  - The Returning Officer agrees that the proposals offer the most reasonable and practicable voting facilities available. He is also satisfied that, where there are identified issues or concerns, despite efforts to identify better alternatives, they remain the best available option in their vicinities. However, these (and indeed all) locations will be kept under review, outside this process, and better options will be brought forward as and when they become available.

#### Rights of Appeal

27. The Electoral Commission's role is to consider representations and observations that a relevant authority has not conducted a review so as to:
- a. meet the reasonable requirements of the electors in the constituency, or a body of them, (i.e., the reasonable requirements of a particular area of the authority have not been satisfactorily met); or
  - b. take sufficient account of the accessibility to disabled persons of polling stations within a designated polling place;
28. The Representations of the People Act 1983 sets out who may make those representations, namely:
- a. in England, any parish council which is wholly or partly situated within the constituency;
  - b. not less than 30 registered electors in the constituency (although electors registered anonymously cannot make such a representation);
  - c. any person (except the Returning Officer) who made representations to the authority when the review was being undertaken; and
  - d. any person who is not an elector in the constituency in the authority's area who the Commission feels has sufficient interest in the accessibility of disabled persons to polling places in the area or has particular expertise in relation to the access to premises or facilities of disabled persons.
29. In addition, the Returning Officer may make observations on any representations made to the Commission.
30. The Electoral Commission is required to consider any such representations and observations and after doing so may direct the relevant authority to make any alterations it sees necessary to the polling places designated by the review. Should an authority fail to make the alterations within two months of the direction being given, the Commission may make the alterations itself.

#### **ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

31. There was no alternative to undertaking this review

32. However, there is clearly a range of options in terms of the recommendations and the reason for putting the report to Full Council is that it is a matter for Full Council to determine. Full Council may decide not to agree with the recommendations set out in this report. However, if Full Council does choose to pursue alternative options in respect of any particular polling station, the implications of that may have an impact in, for example, the budget for conduct of local elections.

## **RESOURCE IMPLICATIONS**

### **Capital/Revenue**

#### CAPITAL

33. None

#### REVENUE

34. There will be no revenue implications of this review based on the recommendations set out in Appendix 3. Should Members choose to pursue other options, e.g., increasing the number of temporary polling stations; that may have a revenue implication on the elections budget, as the cost of providing a temporary polling station is considerably greater than hiring or paying the costs of hiring a suitable hall.

### **Property/Other**

35. None

## **LEGAL IMPLICATIONS**

### **Statutory Power to undertake the proposals in the report:**

36. Section 16 Electoral Administration Act 2006 (and Regulations).

### **Other Legal Implications:**

37. The Representation of the People Act 1983, Chapter 2, Schedule 1, Part III

## **POLICY FRAMEWORK IMPLICATIONS**

38. None

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## SUPPORTING DOCUMENTATION

**Non-confidential appendices are in the Members' Rooms and can be accessed on-line**

### **Appendices**

1.	Review Summary Sheet
2.	Practical considerations for accessibility
3.	Representations and considerations
4.	Map of proposed districts DB and DD boundary change
5.	Map of proposed districts MA and MB boundary change

### **Documents In Members' Rooms**

1.	A3 colour copies of the maps (Appendices 4 and 5)
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### **Integrated Impact Assessment**

Do the implications/subject/recommendations in the report require an Integrated Impact Assessment to be carried out.	No
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**Other Background Documents** None

**Integrated Impact Assessment and Other Background documents available for inspection at:**

<http://www.southampton.gov.uk/council-partners/elections/Review2011/>

Or Electoral Services, Civic Centre, Southampton

<b>WARDS/COMMUNITIES AFFECTED:</b>	All, however individual impacts in each ward as detailed in Appendix 3
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**APPENDIX 1  
SUMMARY OF REVIEW**

Ward	Polling District	Polling Place	Potential Electors	Stations Required EC Guide	Status	Returning Officer's Proposal & Other Considerations	Panel Recommendation
Bargate	AA	Sembal House Handel Terrace Southampton	4272	2	Transport No issues Accessibility No issues Security No issues Capacity 2 stations	Being kept under review as the future of building currently uncertain due to budget review Confirm capacity for increased number of polling stations should they be required during the next 4 year period.	Continue with current polling district and polling place until future is known and review again at that time.
Bargate	AB	Central Baptist Church Hall Devonshire Road Southampton	2402	1	Transport No issues Accessibility Permanent Ramp Security No issues Capacity 2 stations	No identified considerations, continue to use the current facilities for the time being	Continue with current polling district and polling place
Bargate	AC	Orchard Lane Church Hall Orchard Lane Southampton	3365	2	Transport No issues Accessibility Permanent Ramp Security No issues Capacity 2 stations	Confirm capacity for increased number of polling stations should they be required during the next 4 year period.	Continue with current polling district and polling place
Bargate	AD	James Street Church Hall James Street Southampton	3177	2	Transport No issues Accessibility Permanent Ramp Security No issues Capacity 2 stations	Confirm capacity for increased number of polling stations should they be required during the next 4 year period.	Continue with current polling district and polling place
Bargate	AE	St Johns Primary School And Nursery French Street Southampton	2164	1	Transport No issues Accessibility Permanent Ramp Security Required if split Capacity 2 stations	Kept under annual review due to school closure	Continue with current polling district and polling place
Bargate	AF	ATC HQ Hall of Aviation Albert Road South Southampton	5504	3	Transport No issues Accessibility 6ft Temporary Ramp Security Police visits Capacity 3 stations	Confirm capacity for increased number of polling stations should they be required during the next 4 year period.	Continue with current polling district and polling place
Bassett	BA	St Michaels & All Angels Church Hall Bassett Avenue Southampton	4862	2	Transport No issues Accessibility Permanent Ramp Security No issues Capacity 2 stations	Confirm capacity for increased number of polling stations should they be required during the next 4 year period.	Continue with current polling district and polling place
Bassett	BB	Bassett Green Court Bassett Green Village Southampton	1592	1	Transport No issues Accessibility No issues Security No issues Capacity 2 stations	No identified considerations, continue to use the current facilities for the time being	Continue with current polling district and polling place
Bassett	BC	Kings Church Centre Junction Coxford Road/Dunkirk Road Southampton	1506	1	Transport No issues Accessibility No issues Security No issues Capacity 2 stations	No identified considerations, continue to use the current facilities for the time being	Continue with current polling district and polling place
Bassett	BD	Hollybrook Infant School Seagarth Close Southampton	1770	1	Transport No issues Accessibility Permanent Ramp Security No issues Capacity 2 stations	Post election comment received. Kept under annual review due to school closure	Continue with current polling district and polling place
Bassett	BE	All Saints Church Winchester Road Southampton	3451	2	Transport No issues Accessibility 3ft Temporary Ramp Security No issues Capacity 2 stations	Confirm capacity for increased number of polling stations should they be required during the next 4 year period.	Continue with current polling district and polling place
Bassett	BF	Cantell Maths and Computing College (Community Room) Violet Road Southampton	3803	2	Transport No issues Accessibility No issues Security Guard to facilitate access Capacity 2 stations	Confirm capacity for increased number of polling stations should they be required during the next 4 year period.	Continue with current polling district and polling place

**APPENDIX 1  
SUMMARY OF REVIEW**

Ward	Polling District	Polling Place	Potential Electors	Stations Required EC Guide	Status	Returning Officer's Proposal & Other Considerations	Panel Recommendation	
Bevois	CA	Avenue Hall At Avenue St. Andrews URC The Avenue Southampton	3743	2	Transport Accessibility Security Capacity	No issues Supplied Temporary Ramp Police visits 2 stations	Confirm capacity for increased number of polling stations should they be required during the next 4 year period.	Continue with current polling district and polling place
Bevois	CB	Bevois Town Primary School (Community Room) Cedar Road Southampton	4021	2	Transport Accessibility Security Capacity	No issues Permanent Ramp No issues 2 stations, may lead to school closure	Current electorate 2754, kept under annual review in case the requirement for 2 stations leads to school closure	Continue with current polling district and polling place
Bevois	CC	Edmund Kell Unitarian Church Hall Bellevue Road Southampton	2242	1	Transport Accessibility Security Capacity	No issues No issues No issues 2 stations	No identified considerations, continue to use the current facilities for the time being	Continue with current polling district and polling place
Bevois	CD	Newtown Youth Centre Graham Road Southampton	2379	1	Transport Accessibility Security Capacity	No issues Permanent Ramp Police visits 2 stations would lead to additional security requirements	No identified considerations, continue to use the current facilities for the time being	Continue with current polling district and polling place
Bevois	CE	Lighthouse Christian Centre St. Marys Road Southampton	2658	2	Transport Accessibility Security Capacity	No issues Permanent Ramp No issues 2 stations	Confirm capacity for increased number of polling stations should they be required during the next 4 year period.	Continue with current polling district and polling place
Bevois	CF	Northam Community Centre Kent Street Southampton	1901	1	Transport Accessibility Security Capacity	No issues Permanent Ramp Police visits 2 stations would lead to additional accesibility requirements	No identified considerations, continue to use the current facilities for the time being	Continue with current polling district and polling place
Bitterne	DA	Thornhill Youth Centre Upper Deacon Road/Bitterne Rd East Southampton	2132	1	Transport Accessibility Security Capacity	No issues No issues No issues 2 stations	Future of building currently uncertain	Continue with current polling district and polling place but keep under review
Bitterne	DB	St Christopher's Church Hall Pepys Avenue Southampton	3909	2	Transport Accessibility Security Capacity	No issues No issues No issues 2 stations	Representation raised through panel Confirm capacity for increased number of polling stations should they be required during the next 4 year period.	Move boundary with DD slightly to facilitate better access to alternate station through local footpaths
Bitterne	DC	Kanes Hill Primary School (Community Room) Hinkler Road Southampton	2311	1	Transport Accessibility Security Capacity	No issues Permanent Ramp No issues 2 stations, may lead to school closure	No identified considerations, continue to use the current facilities for the time being	Continue with current polling district and polling place
Bitterne	DD	The Hightown Centre Tunstall Road Southampton	2622	2	Transport Accessibility Security Capacity	No issues No issues No issues 2 stations may lead to additional accesibility requirements	Representation raised through panel Confirm capacity for increased number of polling stations should they be required during the next 4 year period.	Move boundary with DB slightly to facilitate better access to alternate station through local footpaths

**APPENDIX 1  
SUMMARY OF REVIEW**

Ward	Polling District	Polling Place	Potential Electors	Stations Required EC Guide	Status	Returning Officer's Proposal & Other Considerations	Panel Recommendation
Bitterne	DE	Scout HQ, 17th Itchen South Scout Group Stanford Court, Sullivan Road Southampton	3753	2	Transport No issues Accessibility 6ft Temporary Ramp Security No issues Capacity 2 stations	Kept under annual review as the location is not wholly ideal for use as a polling place Confirm capacity for increased number of polling stations should they be required during the next 4 year period.	Continue with current polling district and polling place
Bitterne Park	EA	Bitterne Park Baptist Church Hall Wellington Road Southampton	2087	1	Transport No issues Accessibility 2 X 3ft Temporary Ramp Security No issues Capacity 1 station	No identified considerations, continue to use the current facilities for the time being	Continue with current polling district and polling place
Bitterne Park	EB	Bitterne Park School Sports Hall Dimond Road Southampton	2806	2	Transport No issues Accessibility No issues Security No issues Capacity 2 stations, may lead to school closure and additional accessibility requirements	Current electorate 1834, kept under annual review in case the requirement for 2 stations leads to school closure	Continue with current polling district and polling place
Bitterne Park	EC	Townhill Park Community Centre Meggeson Avenue Southampton	2306	1	Transport No issues Accessibility No issues Security Police visits Capacity 1 station	No identified considerations, continue to use the current facilities for the time being	Continue with current polling district and polling place
Bitterne Park	ED	Function Room Castle Public House Witts Hill Southampton	2640	2	Transport No issues Accessibility 3ft Temporary Ramp Security No issues Capacity 1 station	Current electorate 1718. If potential electorate figures are reached there will be a capacity issue with this polling place	Continue with current polling district and polling place
Bitterne Park	EE	Charlton House School 55 Midanbury Lane Southampton	1887	1	Transport No issues Accessibility No issues Security No issues Capacity 2 stations	Review following health and safety incident recorded at this polling place during 2011 elections	Continue with current polling district and polling place
Bitterne Park	EF	Bitterne Manor Community Centre Vespasian Road Southampton	1774	1	Transport No issues Accessibility Permanent Ramp Security No issues Capacity 2 stations	No identified considerations, continue to use the current facilities for the time being	Continue with current polling district and polling place
Bitterne Park	EG	Bitterne Park URC Hall Cobden Avenue Southampton	2911	2	Transport No issues Accessibility Permanent Ramp Security No issues Capacity 2 stations	Confirm capacity for increased number of polling stations should they be required during the next 4 year period.	Continue with current polling district and polling place
Coxford	FA	Zoe Braithwaite Play Centre Fraser Close Southampton	1536	1	Transport No issues Accessibility Permanent Ramp Security No issues Capacity 1 station	No identified considerations, continue to use the current facilities for the time being	Continue with current polling district and polling place
Coxford	FB	Lordswood Community Centre Sandpiper Road Southampton	2345	1	Transport No issues Accessibility Permanent Ramp Security No issues Capacity 1 station	No identified considerations, continue to use the current facilities for the time being	Continue with current polling district and polling place
Coxford	FC	St Vincent De Paul RC Church Coxford Road Southampton	2118	1	Transport No issues Accessibility Permanent Ramp Security No issues Capacity 1 station	No identified considerations, continue to use the current facilities for the time being	Continue with current polling district and polling place

**APPENDIX 1  
SUMMARY OF REVIEW**

Ward	Polling District	Polling Place	Potential Electors	Stations Required EC Guide	Status	Returning Officer's Proposal & Other Considerations	Panel Recommendation	
Coxford	FD	Lordshill Community Centre Andromeda Road Southampton	2593	2	Transport Accessibility Security Capacity	No issues Permanent Ramp No issues 1 station	Current electorate 1744. If potential electorate figures are reached there will be a capacity issue with this polling place	Continue with current polling district and polling place
Coxford	FE	Communal Lounge Kinloss Court Northolt Gardens Southampton	2304	1	Transport Accessibility Security Capacity	No issues Permanent Ramp No issues 1 station	No identified considerations, continue to use the current facilities for the time being	Continue with current polling district and polling place
Coxford	FF	Scout HQ Aldermoor Road Southampton	1860	1	Transport Accessibility Security Capacity	No issues No issues No issues 2 stations	No identified considerations, continue to use the current facilities for the time being	Continue with current polling district and polling place
Coxford	FG	Coxford Community Centre Olive Road Southampton	2877	2	Transport Accessibility Security Capacity	No issues Permanent Ramp Police visits 2 stations	Confirm capacity for increased number of polling stations should they be required during the next 4 year period.	Continue with current polling district and polling place
Freemantle	GA	Freemantle Evangelical Church Hall Nelson Road Southampton	2882	2	Transport Accessibility Security Capacity	No issues 3ft Temporary Ramp No issues 2 stations	Confirm capacity for increased number of polling stations should they be required during the next 4 year period.	Continue with current polling district and polling place
Freemantle	GB	Freemantle UR Church 257 Shirley Road Southampton	3302	2	Transport Accessibility Security Capacity	No issues No issues No issues 2 stations	Confirm capacity for increased number of polling stations should they be required during the next 4 year period.	Continue with current polling district and polling place
Freemantle	GC	Banister School Archers Road Southampton	4246	2	Transport Accessibility Security Capacity	No issues Permanent Ramp No issues 2 stations	Kept under annual review due to school closure	Continue with current polling district and polling place
Freemantle	GD	Elim Christian Centre Park Road Southampton	4087	2	Transport Accessibility Security Capacity	No issues No issues No issues 2 stations	Confirm capacity for increased number of polling stations should they be required during the next 4 year period.	Continue with current polling district and polling place
Freemantle	GE	Seventh Day Adventist Church Hall Shirley Road Southampton	2176	1	Transport Accessibility Security Capacity	No issues No issues No issues 2 stations	No identified considerations, continue to use the current facilities for the time being	Continue with current polling district and polling place
Harefield	HA	Moorlands Community Centre Townhill Way Southampton	3016	2	Transport Accessibility Security Capacity	No issues No issues No issues 2 stations	Confirm capacity for increased number of polling stations should they be required during the next 4 year period.	Continue with current polling district and polling place
Harefield	HB	Portacabin adjacent to Macarthur Crescent Play Area Southampton	3071	2	Transport Accessibility Security Capacity	No issues Supplied Ramp Police visits 2 stations would require a larger or 2 portacabin(s)	Temporary station to be kept permanently under annual review until an alternative location can be identified. Current electorate 2099	Continue with current polling district and polling place
Harefield	HC	Glenfield Infant School Rossington Way/Glenfield Crescent Southampton	1512	1	Transport Accessibility Security Capacity	No issues No issues No issues 1 station	Kept under annual review due to school closure	Continue with current polling district and polling place

**APPENDIX 1  
SUMMARY OF REVIEW**

Ward	Polling District	Polling Place	Potential Electors	Stations Required EC Guide	Status	Returning Officer's Proposal & Other Considerations	Panel Recommendation	
Harefield	HD	Bitterne Library Bitterne Road East Southampton	3037	2	Transport Accessibility Security Capacity	No issues Permanent Ramp No issues 2 stations	Confirm capacity for increased number of polling stations should they be required during the next 4 year period.	Continue with current polling district and polling place
Harefield	HE	Harefield Community Centre Yeovil Chase Southampton	2575	2	Transport Accessibility Security Capacity	No issues No issues No issues 2 stations	Confirm capacity for increased number of polling stations should they be required during the next 4 year period.	Continue with current polling district and polling place
Harefield	HF	Community Lounge Meon Court Off Minstead Avenue Southampton	2559	2	Transport Accessibility Security Capacity	No issues No issues No issues 2 stations	Confirm capacity for increased number of polling stations should they be required during the next 4 year period.	Continue with current polling district and polling place
Millbrook	IA	Test Guide Centre Timsbury Drive Southampton	2434	1	Transport Accessibility Security Capacity	No issues Permanent Ramp No issues 2 stations	Representation received No other identified considerations, continue to use the current facilities for the time being	Continue with current polling district and polling place
Millbrook	IB	Toronto Court (Community Room) Brendon Green Southampton	2321	1	Transport Accessibility Security Capacity	No issues No issues No issues 2 stations	Representation received No other identified considerations, continue to use the current facilities for the time being	Continue with current polling district and polling place until building works are complete and review options again at that time
Millbrook	IC	Regents Park Community College Richville Road Southampton	3371	2	Transport Accessibility Security Capacity	No issues No issues Guard to facilitate access 2 stations	Confirm capacity for increased number of polling stations should they be required during the next 4 year period.	Continue with current polling district and polling place
Millbrook	ID	Tanners Brook Junior School Elmes Drive Southampton	3975	2	Transport Accessibility Security Capacity	No issues 6ft Temporary Ramp No issues 2 stations	Kept under annual review due to school closure	Continue with current polling district and polling place
Millbrook	IE	Foundry Lane Primary School (Imperial Avenue Entrance Only) Southampton	2627	2	Transport Accessibility Security Capacity	No issues 3ft Temporary Ramp Heras fencing 2 stations, may lead to school closure	Current electorate 1769, kept under annual review in case the requirement for 2 stations leads to school closure	Continue with current polling district and polling place
Millbrook	IF	Freemantle Baptist Church Hall Testwood Road Southampton	1844	1	Transport Accessibility Security Capacity	No issues 6ft Temporary Ramp No issues 2 stations	No identified considerations, continue to use the current facilities for the time being	Continue with current polling district and polling place
Peartree	JA	Bitterne Infant School Brownlow Avenue Southampton	3055	2	Transport Accessibility Security Capacity	No issues 3ft Temporary Ramp Heras fencing 1 station	Kept under annual review due to school closure Current electorate 2031. If potential electorate figures are reached there will be a capacity issue with this polling place	Continue with current polling district and polling place
Peartree	JB	Portacabin Opposite Ridgeway House Junction Peartree Avenue/ Freemantle Common Road Southampton	2966	2	Transport Accessibility Security Capacity	No issues Supplied Temporary Ramp Police visits 2 stations would require a larger or 2 portacabin(s)	Representations received. Temporary station to be kept permanently under annual review until an alternative location can be identified. Current electorate 1938	Continue with current polling district and polling place

**APPENDIX 1  
SUMMARY OF REVIEW**

Ward	Polling District	Polling Place	Potential Electors	Stations Required EC Guide	Status	Returning Officer's Proposal & Other Considerations	Panel Recommendation	
Peartree	JC	Merryoak Neighbourhood Community Centre Acacia Road Southampton	2321	1	Transport Accessibility Security Capacity	No issues Permanent Ramp Police visits 2 stations	No identified considerations, continue to use the current facilities for the time being	Continue with current polling district and polling place
Peartree	JD	Peartree URC Hall Bridge Road Southampton	3230	2	Transport Accessibility Security Capacity	No issues Supplied Temporary Ramp No issues 2 stations	Confirm capacity for increased number of polling stations should they be required during the next 4 year period.	Continue with current polling district and polling place
Peartree	JE	Ludlow Infant School Ludlow Road Southampton	2837	2	Transport Accessibility Security Capacity	No issues No issues No issues 2 stations	Kept under annual review due to school closure	Continue with current polling district and polling place
Peartree	JF	Scouts HQ Spring Road Southampton	1850	1	Transport Accessibility Security Capacity	No issues No issues No issues 1 station	No identified considerations, continue to use the current facilities for the time being	Continue with current polling district and polling place
Portswood	KA	Highfield Church Centre Highfield Lane Southampton	3540	2	Transport Accessibility Security Capacity	No issues Supplied Temporary Ramp No issues 2 stations	Confirm capacity for increased number of polling stations should they be required during the next 4 year period.	Continue with current polling district and polling place
Portswood	KB	Scouts HQ Brookvale Road Southampton	2607	2	Transport Accessibility Security Capacity	No issues Temporary lighting, unmetalled road No issues 2 stations	Representation received. Kept under annual review to accessibility issues regarding lighting and unmetalled approach	Continue with current polling district and polling place
Portswood	KC	Scouts HQ Brickfield Road Southampton	3348	2	Transport Accessibility Security Capacity	No issues No issues No issues 2 stations	Confirm capacity for increased number of polling stations should they be required during the next 4 year period.	Continue with current polling district and polling place
Portswood	KD	Portswood Church Hall Portswood Road Southampton	3987	2	Transport Accessibility Security Capacity	No issues No issues No issues 2 stations	Confirm capacity for increased number of polling stations should they be required during the next 4 year period.	Continue with current polling district and polling place
Portswood	KE	St Denys Church Centre Dundee Road Southampton	3530	2	Transport Accessibility Security Capacity	No issues No issues No issues 2 stations	Confirm capacity for increased number of polling stations should they be required during the next 4 year period.	Continue with current polling district and polling place
Redbridge	LA	Nutfield Nursery Nutfield Court Off Lower Brownhill Road Southampton	1759	1	Transport Accessibility Security Capacity	No issues 6ft Temporary Ramp No issues 1 station	No identified considerations, continue to use the current facilities for the time being	Continue with current polling district and polling place
Redbridge	LB	Colne Avenue Baptist Church Hall Colne Avenue Southampton	1981	1	Transport Accessibility Security Capacity	No issues No issues No issues 2 stations	Representation raised at panel No other identified considerations, continue to use the current facilities for the time being	Continue with current polling district and polling place
Redbridge	LC	Millbrook Youth Centre Green Lane Southampton	3146	2	Transport Accessibility Security Capacity	No issues No issues Police visits 2 stations	Confirm capacity for increased number of polling stations should they be required during the next 4 year period.	Continue with current polling district and polling place



**APPENDIX 1  
SUMMARY OF REVIEW**

Ward	Polling District	Polling Place	Potential Electors	Stations Required EC Guide	Status	Returning Officer's Proposal & Other Considerations	Panel Recommendation
Redbridge	LD	All Saints Church Hall Kendal Avenue Southampton	3066	2	Transport No issues Accessibility No issues Security No issues Capacity 2 stations	Confirm capacity for increased number of polling stations should they be required during the next 4 year period.	Continue with current polling district and polling place
Redbridge	LE	Mansel Park Pavilion Evenlode Road Southampton	1969	1	Transport No issues Accessibility Permanent Ramp Security No issues Capacity 2 stations	No identified considerations, continue to use the current facilities for the time being	Continue with current polling district and polling place
Redbridge	LF	Millbrook Christian Centre Wimpson Lane/Kendal Avenue Southampton	2173	1	Transport No issues Accessibility 6ft Temporary Ramp Security No issues Capacity 2 stations	No identified considerations, continue to use the current facilities for the time being	Continue with current polling district and polling place
Redbridge	LG	Function Room The Ship Inn 41 Old Redbridge Road Southampton	1436	1	Transport No issues Accessibility No issues Security No issues Capacity 2 stations	No identified considerations, continue to use the current facilities for the time being	Continue with current polling district and polling place
Shirley	MA	The Church of St Judes Warren Avenue Southampton	2208	1	Transport No issues Accessibility No issues Security No issues Capacity 2 stations	Representation raised through panel No other identified considerations, continue to use the current facilities for the time being	Move boundary with MB to facilitate better access through local footpaths
Shirley	MB	Shirley Warren Baptist Church Warren Crescent Southampton	2582	2	Transport No issues Accessibility Permanent Ramp Security No issues Capacity 2 stations	Representation raised through panel No other identified considerations, continue to use the current facilities for the time being	Move boundary with MA to facilitate better access through local footpaths
Shirley	MC	Isaac Watts Church Luccombe Road Southampton	2168	1	Transport No issues Accessibility Permanent Ramp Security No issues Capacity 1 station	No identified considerations, continue to use the current facilities for the time being	Continue with current polling district and polling place
Shirley	MD	Salvation Army Hall Victor Street Southampton	2594	2	Transport No issues Accessibility No issues Security No issues Capacity 2 stations	Confirm capacity for increased number of polling stations should they be required during the next 4 year period.	Continue with current polling district and polling place
Shirley	ME	Shirley Parish Hall St. James Road Southampton	2661	2	Transport No issues Accessibility Permanent Ramp Security No issues Capacity 2 stations	Confirm capacity for increased number of polling stations should they be required during the next 4 year period.	Continue with current polling district and polling place
Shirley	MF	St James Road Methodist Church Hall St. James Road Southampton	3899	2	Transport No issues Accessibility 6ft Temporary Ramp Security No issues Capacity 2 stations	Confirm capacity for increased number of polling stations should they be required during the next 4 year period.	Continue with current polling district and polling place
Sholing	NA	Sholing Junior School Middle Road Southampton	3050	2	Transport No issues Accessibility 6ft Temporary Ramp Security No issues Capacity 2 stations	Kept under annual review due to school closure	Continue with current polling district and polling place
Sholing	NB	Southampton Amateur Boxing Club Pax Hall North East Road Southampton	2926	2	Transport No issues Accessibility No issues Security No issues Capacity 2 stations, additional floor covering required	Representation received No other identified considerations, continue to use the current facilities for the time being	Continue with current polling district and polling place

**APPENDIX 1  
SUMMARY OF REVIEW**

Ward	Polling District	Polling Place	Potential Electors	Stations Required EC Guide	Status	Returning Officer's Proposal & Other Considerations	Panel Recommendation
Sholing	NC	Salvation Army Hall North East Road Southampton	2601	2	Transport No issues Accessibility No issues Security No issues Capacity 2 stations	Confirm capacity for increased number of polling stations should they be required during the next 4 year period.	Continue with current polling district and polling place
Sholing	ND	St Marys Parish Centre St. Monica Road Southampton	2157	1	Transport No issues Accessibility No issues Security No issues Capacity 1 station	No identified considerations, continue to use the current facilities for the time being	Continue with current polling district and polling place
Sholing	NE	Sholing Community Centre Butts Road Southampton	3317	2	Transport No issues Accessibility No issues Security No issues Capacity 2 stations	Confirm capacity for increased number of polling stations should they be required during the next 4 year period.	Continue with current polling district and polling place
Sholing	NF	Oasis Academy Mayfield The Grove Southampton	2553	2	Transport No issues Accessibility No issues Security No issues Capacity Pending	New building under construction so future capacity unknown at this stage but anticipate 2 stations	Continue with current polling district and polling place. Review options once current construction is complete
Swaythling	OA	Hardmoor Early Years Centre Leaside Way Southampton	2492	1	Transport No issues Accessibility No issues Security No issues Capacity 1 station	No identified considerations, continue to use the current facilities for the time being	Continue with current polling district and polling place
Swaythling	OB	St Albans Church Tulip Road Southampton	2673	2	Transport No issues Accessibility Permanent Ramp Security No issues Capacity 2 stations	Confirm capacity for increased number of polling stations should they be required during the next 4 year period.	Continue with current polling district and polling place
Swaythling	OC	Swaythling Primary School Mayfield Road Southampton	3586	2	Transport No issues Accessibility No issues Security No issues Capacity 2 stations	Kept under annual review due to school closure	Continue with current polling district and polling place
Swaythling	OD	Swaythling Baptist Church Fleming Road Southampton	964	1	Transport No issues Accessibility No issues Security No issues Capacity 2 stations	Representation received No identified considerations, continue to use the current facilities for the time being	Continue with current polling district and polling place
Swaythling	OE	South Stoneham Church Hall St Marys Church Close Off Wessex Lane Southampton	2639	2	Transport No issues Accessibility 3ft & 8ft Temporary Ramp Security No issues Capacity 2 stations	Confirm capacity for increased number of polling stations should they be required during the next 4 year period.	Continue with current polling district and polling place
Swaythling	OF	Mansbridge Primary School (Community Room) Octavia Road Southampton	2228	1	Transport No issues Accessibility Permanent Ramp Security No issues Capacity 2 stations	No identified considerations, continue to use the current facilities for the time being	Continue with current polling district and polling place
Woolston	PA	St Patricks Church Hall Manor Road South/Porchester Road Southampton	3387	2	Transport No issues Accessibility No issues Security No issues Capacity 2 stations	Confirm capacity for increased number of polling stations should they be required during the next 4 year period.	Continue with current polling district and polling place
Woolston	PB	Woolston Community Centre Church Road Southampton	3915	2	Transport No issues Accessibility Permanent Ramp Security No issues Capacity 2 stations	Confirm capacity for increased number of polling stations should they be required during the next 4 year period.	Continue with current polling district and polling place

**APPENDIX 1  
SUMMARY OF REVIEW**

Ward	Polling District	Polling Place	Potential Electors	Stations Required EC Guide	Status	Returning Officer's Proposal & Other Considerations	Panel Recommendation
Woolston	PC	Weston Church Hall Weston Lane Southampton	3450	2	Transport No issues Accessibility No issues Security No issues Capacity 2 stations	Confirm capacity for increased number of polling stations should they be required during the next 4 year period.	Continue with current polling district and polling place
Woolston	PD	The Scout HQ Tickleford Drive Southampton	2770	2	Transport No issues Accessibility No issues Security No issues Capacity 2 stations	Confirm capacity for increased number of polling stations should they be required during the next 4 year period.	Continue with current polling district and polling place
Woolston	PE	Community Room Weston Court Kingsclere Avenue Southampton	2144	1	Transport No issues Accessibility No issues Security No issues Capacity 2 stations	No identified considerations, continue to use the current facilities for the time being	Continue with current polling district and polling place

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### **PRACTICAL NEEDS TO BE CONSIDERED WHEN DESIGNATING POLLING PLACES**

1. Consider the location of the polling place:
  - is it located close to where most of the electors in the polling district live?
  - is it at the top or bottom of a steep hill?
  - does it have suitable access from a road?
  - if there is a pavement, does it have a dropped kerb close by?
  - are there any convenient public transport links?
  
2. Availability of parking:
  - are there adequate parking facilities close to the entrance of the building?
  - if not, is there anywhere close by that could be used for parking just on polling day?
  - how far do electors have to walk from the car park to the polling station?
  - is there a designated disabled parking space, or could one be provided?
  - is there a dropped kerb from the parking area to the polling station?
  
3. All approaches should:
  - have a hard, smooth, nonslip surface, without steps, potholes, broken slabs, etc. – gravelled surfaces can present difficulties to wheelchair and buggy users;
  - not have any severe gradients; and
  - be well lit.
  
4. Entrance:
  - does the building have a level entrance?
  - are there any steps to the entrance of the building?
  - are the stairs highlighted in any way?
  - is there a handrail by the steps?
  - is a permanent ramp provided?
  - if not, could a temporary ramp with a suitable gradient be provided safely, or  
is there another entrance which people with disabilities or other elector could use?
  - is the door wide enough for a wheelchair user to gain access?
  - how heavy are the doors for a frail or elderly person to open? Would they need to be propped open?
  
5. Inside the building:
  - are there any internal steps or barriers for electors to negotiate?
  - are doormats level with the floor? If not, can they be removed?
  - are there any other trip hazards?

- is there a suitable non-slip floor covering? Would it become slippery when wet?
- are there any corridors which may be difficult to negotiate for any electors using wheelchairs or those who find walking difficult?
- in terms of the layout of polling equipment in the room to be used as a polling station, is there enough space in the room for staff, polling equipment and a number of electors, including a wheelchair user?
- is there adequate lighting in the room? Switch on all the lights available to test this;
- is there any need for additional lighting?
- movable mats, heavy curtains trailing on the floor, a mix of carpet and wooden flooring with edging lips in between, and highly polished floors can all be potential hazards. If the premises have any of these features, can anything be done to remove or improve them?

6. Another key factor to consider when assessing the suitability of a particular building or location is the facilities available to polling station staff. It must not be overlooked that the staff will be on duty for approximately sixteen hours, and that they will not be permitted to leave the premises. Their basic human needs must not be discounted. Issues to consider include the provision of:

- adequate toilet facilities;
- a kitchen, or at a minimum, access to tea and coffee making facilities;
- adequate heating/cooling;
- a separate area adjacent to the polling station where breaks could potentially be taken;
- a telephone;
- comfortable adult chairs.

### **Representations received, considerations and recommendations of the Panel for the Review of Polling Districts and Polling Places**

The panel would like to thank those people and organisations who have made representations to the review. These together with proposals from the Returning Officers and comments collected throughout the elections in 2011 have been brought together for the purpose of informing this review. Investigations of the areas have been conducted in each affected area taking into consideration the requirements of the review and guidance issued by the Electoral Commission. In addition planning figures for the each area have been included to provide a potential electorate figure for the next four years until the next formal review process.

The panel would also like to thank all those premises who made themselves available for inspection and consideration during this review.

---

District AA in Bargate ward  
Sembal House  
Handel Terrace  
Southampton

Representation of the Returning Officer

The future of this building is uncertain and alternative options should be investigated and considered as part of the review

#### *Recommendation*

Whilst the status of this building is noted it is possible that the building may still be able to accommodate future elections and the accessibility and location remain the most appropriate for this district. The panel therefore recommend that this polling place remain for the time being. However St Marks Church Centre in Archers road has been identified as potential replacement should the need arise.

---

District AE in Bargate ward  
St Johns Primary School And Nursery  
French Street  
Southampton

Representation of the Returning Officer

This polling place is kept under constant review as the polling place currently leads to the closure of the school

*Recommendation*

This polling place remains the most appropriate site for the purposes of the review, The panel therefore, recommends that its use continues for the time being but should remain under review should an appropriate alternative become available.

---

District BD in Basset ward  
Hollybrook Infant School  
Seagarth Close  
Southampton

Representation of the Returning Officer

This polling place is kept under constant review as the polling place currently leads to the closure of the school

Post election comment received identifying that this school is now in a cluster which makes it more difficult to schedule inset days to accommodate elections.

*Recommendation*

This polling place remains the most appropriate for the district under the terms of the review. Whilst the comment has been noted, the panel is also required to consider that The Representation of the People Act 1983, Chapter 2, Schedule 1, Part III gives Returning Officers the right to select schools as venues for polling stations and places a duty on schools to provide the facilities required if asked to do so. The school has been advised to contact the education department to discuss how the need for the school to be used can be accommodated in the same way as time lost due to a strike or cold weather is dealt with.

It is the recommendation of the panel that with all the above factors in mind the current polling place should continue but be kept under review to identify any potential alternative venues.

---

District CB in Bevois ward  
Bevois Town Primary School (Community Room)  
Cedar Road  
Southampton

Representation of the Returning Officer

Current electorate 2754. It has been identified that the need for additional polling stations may lead to school closure



*Recommendation*

This polling place remains the most appropriate site for the purposes of the review. The panel therefore, recommends that its use continues for the time being but should remain under review should an appropriate alternative become available.

---

District DA in Bitterne Ward  
Thornhill Youth Centre  
Upper Deacon Road/Bitterne Rd East  
Southampton

Representation of the Returning Officer

The future of this building is uncertain and alternative options should be investigated and considered as part of the review

*Recommendation*

Whilst the status of this building is noted it is possible that the building may still be able to accommodate future elections and the accessibility and location remain the most appropriate for this district. The panel therefore recommend that this polling place remain for the time being.

---

District DB  
St Christopher's Church Hall  
Pepys Avenue  
Southampton

District DD  
The Hightown Centre  
Tunstall Road  
Southampton

Representation raised through the panel meetings for consideration

Consideration should be given to the district boundary line between DB & DD as there are a number of local footpaths which enable better access to the alternate polling stations.

*Recommendation*

This is a small boundary change which will better facilitate attendance at each of the polling places. DB will go from a current electorate of 2588 to 2475 and DD will go from an electorate of 1781 to 1891 which also creates a better balance at any prospective polling stations. It is therefore recommended that the suggested changes to the boundary be made as outline in Appendix 4 to the Council report.

---

District EB in Bitterne Park ward  
Bitterne Park School Sports Hall  
Dimond Road  
Southampton

Representation of the Returning Officer

Current electorate 1834. It has been identified that the need for additional polling stations may lead to school closure

*Recommendation*

This polling place remains the most appropriate site for the purposes of the review. The panel therefore, recommends that its use continues for the time being but should remain under review should an appropriate alternative become available.

---

District EE in Bitterne Park ward  
Charlton House School  
55 Midanbury Lane  
Southampton

Representation of the Returning Officer

Review this polling place following a health and safety incident recorded during the last election to ensure there are no accessibility risks or issues

*Recommendation*

Taking into consideration the details of the incident recorded it was felt that additional safeguards could be put in place to remove this risk in future. This polling place remains the most appropriate for the district under the terms of the review. It is therefore recommended that the polling place should remain for the time being.

---

District GC in Freemantle ward  
Banister School  
Archers Road  
Southampton

Representation of the Returning Officer

This polling place is kept under constant review as the polling place currently leads to the closure of the school

*Recommendation*

This polling place remains the most appropriate site for the purposes of the review, The panel therefore, recommends that its use continues for the time being but should remain under review should an appropriate alternative become available.

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District HB in Harefield ward  
Portacabin adjacent to  
Macarthur Crescent Play Area  
Southampton

Representation of the Returning Officer

This polling place is kept under constant review as the polling place is currently a portacabin which is sufficient for the purposes of a polling station but is recognised as being secondary to a permanent structure for the purposes of the review of polling places

*Recommendation*

At this time there are no alternative locations within the district which could accommodate a polling place. It is recommended that this polling place should continue for the time being

---

District HC in Harefield ward  
Glenfield Infant School  
Rossington Way/Glenfield Crescent  
Southampton  
Representation of the Returning Officer

This polling place is kept under constant review as the polling place currently leads to the closure of the school

*Recommendation*

This polling place remains the most appropriate site for the purposes of the review, The panel therefore, recommends that its use continues for the time being but should remain under review should an appropriate alternative become available.

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District IA in Millbrook ward  
Test Guide Centre  
Timsbury Drive

Representation of Councillor David Furnell

This is an area of extremely low turnout. The turnout in May was 19.4%. The polling station is at one end of the polling district and there is the main road Redbridge Hill which is very busy and dangerous between Timsbury Drive and most of the polling district. The ideal resolution is that the IA is split in two with the Maybush triangle continuing to use Timsbury Drive and a new polling station on the Fire station site or a temporary building nearby. The fallback position is just one polling station on the Fire station site.

*Recommendation*

When undertaking the review of polling districts and polling places consideration cannot be given to the turnout as the duty of the Council is to ensure the polling place is sufficient to accommodate all electors.

The potential electorate for this district is estimated at 2434 which is below the Electoral Commission guidance for requiring 2 polling stations to be used. The electorate is reasonably even on each side of Redbridge Hill and the proposed split would create two very small districts.

Consideration was given to making the proposed split by amalgamating the electorate with adjacent districts but this would lead to two districts being in excess of the recommended electorate and create capacity issues in those polling places.

The panel felt that whilst Redbridge Hill is busy at times it did not constitute a major road for the purposes of the review and taking into consideration the above options the panel recommends that the district and polling place should remain the same for the time being.

---

District IB in Millbrook ward  
Toronto Court (Community Room)  
Brendon Green  
Southampton

Representation of Councillor David Furnell

The polling station used to be the library but as this has now closed down it was moved this year to the pensioners building Toronto Court. This is not ideal as Toronto Court is behind the main road and is not easily visible from the main

road Cumbrian Way. I visited the polling station on election day and the staff had made some effort to make it more visible. I met several people when knocking up who did not know where the new polling station was situated.

I would suggest that a solution would be that a temporary building is set up on the main shopping parade in Cumbrian Way. The turnout here in May was 22%.

*Recommendation*

At this time the site proposed for a portacabin is under reconstruction and as such there is no available space. This redevelopment was the cause for Toronto Court being used for the first time at the last election. A portacabin is always used as a last resort as it does not fulfil the accessibility requirements of the review as well as a permanent structure. A review of Mason Moor School was undertaken as this may be better known as a location within the community but use of the school would result in its closure for safeguarding reasons. Other options were also explored but Toronto Court remains the most appropriate for the district under the terms of the review. It is the recommendation of the panel that Toronto Court should continue as the polling place within this district for the time being, however once the building works in Cumbrian Way are completed a further review should be completed to identify any new preferential site.

---

District ID in Millbrook ward  
Tanners Brook Junior School  
Elmes Drive  
Southampton

Representation of the Returning Officer

This polling place is kept under constant review as the polling place currently leads to the closure of the school

*Recommendation*

This polling place remains the most appropriate site for the purposes of the review, The panel therefore, recommends that its use continues for the time being but should remain under review should an appropriate alternative become available.

District IE in Millbrook ward  
Foundry Lane Primary School  
(Imperial Avenue Entrance Only)  
Southampton

Representation of the Returning Officer

Current electorate 1769. It has been identified that the need for additional polling stations may lead to school closure

*Recommendation*

This polling place remains the most appropriate site for the purposes of the review. The panel therefore, recommends that its use continues for the time being but should remain under review should an appropriate alternative become available.

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District JA in Peartree ward  
Bitterne Infant School  
Brownlow Avenue  
Southampton

Representation of the Returning Officer

This polling place is kept under constant review as the polling place currently leads to the closure of the school

Potential electorate figures have identified that there may be a requirement to provide two polling stations within this polling place. Investigation has identified that should this occur it is highly likely the school would have to close for safeguarding reasons.

The current electorate is 2031 and it is recommended by the panel that this polling place should continue for the time being. However it is noted that Wesley Chapel on the extreme edge of the boundary would be approachable should a backup location be required but they are unable to commit on an ongoing basis at this time.

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District JB in Peartree ward  
Portacabin opposite Ridgeway House  
Junction Peartree Avenue/  
Freemantle Common Road  
Southampton

Representation of the Returning Officer

This polling place is kept under constant review as the polling place is currently a portacabin which is sufficient for the purposes of a polling station but is recognised as being secondary to a permanent structure for the purposes of the review of polling places

Representation of Ms Mary Lloyd, Southampton Itchen Labour Party

I have lived in Athelstan Road for 10 years and, throughout that time, have found the location of this polling station very unsatisfactory.

1. There is NO parking available and so all voters who arrive by car are forced to park illegally as carefully and sensibly as possible.
2. Many voters who have to use a steep hill (eg top part of Athelstan Road) find that they need to use the car to access the portacabin site.
3. This induces voters to cast their votes as fast as possible, without 'wasting time' on reflection.
4. To access the portacabin, it is essential to walk through fairly long grass. If it has rained, the ground is muddy.
5. When extensive and long-term roadworks were being carried out on Peartree Avenue before the May 2010 elections, I noticed the day before polling day that the polling station was inaccessible. I rang Mark Heath's office, and was thanked for pointing this out (i.e. they had not noticed the problem). They managed to clear the obstructions late afternoon / early evening that day.

#### **DOUBLE ALTERNATIVE**

**(A) I understand that a portacabin used to be provided on the triangle of grass towards the bottom of Athelstan Road / junction with Garfield Road.**

It would be useful to re-instate this because:

1. There is an exceptionally high proportion of Non-Voters in the bottom half of Athelstan Road – as I know from having canvassed here for the Labour Party.
2. One powerful reason for this is the long uphill trek to the polling station on Peartree Avenue.
3. Residents of Garfield Road and Cross Road, as well as the lower part of Athelstan, would find it far easier to vote at the location I suggest under **(A)** above.
4. Parking would be possible in the surrounding roads.

**(B) Residents of the upper part of Athelstan would find it far more convenient to use Bitterne Infants' School in Brownlow Avenue as their polling station.**

If required, plentiful parking is available close by, both in Sainsbury's car park and in Brownlow Avenue itself. It would impose very little extra strain on space at the JA station to include these residents in that polling district.

Representation of Councillor Peter Baillie

I went to this polling station several times and found parking close to be difficult - especially for a person with walking problems.

*Recommendation*

When undertaking the review of polling districts and polling places consideration cannot be given to the turnout as the duty of the Council is to ensure the polling place is sufficient to accommodate all electors.

The junction of Athelstan Road and Garfield Road is currently outside the district boundary.

Changing the boundary to move some electors to JA district would place additional pressure on the alternative polling place in terms of capacity leading to an additional polling station being required. It has already been established as part of this review that should an additional polling station be required the school would have to close for safeguarding reasons.

The general topography of the area in this district is hilly and there are no particular groups at one end of the hill with particular accessibility issues.

Whilst the use of a portacabin is recognised as being less preferable to a permanent building. The panel recognises that this polling place remains the most appropriate for the district under the terms of the review. It is recommended that the current polling place should continue to be used but in line with Returning Officers representation this should be kept under continuing review until a more appropriate location can be identified

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District JE in Peartree ward  
Ludlow Infant School  
Ludlow Road  
Southampton

Representation of the Returning Officer

This polling place is kept under constant review as the polling place currently leads to the closure of the school



*Recommendation*

The panel recognises that this polling place remains the most appropriate for the district under the terms of the review and recommends that it continues to be used for the time being. However it should remain under constant review and it is noted that the Methodist Church in Manor Road has been identified as a potential alternative but it has not, as yet, been possible to secure confirmation that the property may be used for the purposes of delivering an election on an ongoing basis.

---

District KB in Portswood Ward  
Scouts H.Q. Brookvale Road

Representation of the Returning Officer

This polling place is kept under constant review due to the approach being an unmetalled track

Representation of Councillor Vincenzo Capozzoli

I think the fact that access to the hut is via a track rather than a 'proper' road is a concern. I think and fear that this might put people off going there.

*Recommendation*

The content of the representations are noted but at this time there are no other venues which offer better accessibility and this polling place remains the most appropriate for the district under the terms of the review. It is therefore recommended that it should continue for the time being.

---

LB District in Redbridge ward  
Colne Avenue Baptist Church Hall  
Colne Avenue  
Southampton

Representation raised through the panel meetings for consideration

Car parking for this station can cause an obstruction and requires electors with accessibility issues to use a gravelled area to the rear of the church.

*Recommendation*

The content of the representations are noted but at this time there are no other venues which offer better accessibility and this polling place remains the most

appropriate for the district under the terms of the review. It is therefore recommended that it should continue for the time being.

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District MA  
The Church of St Judes  
Warren Avenue  
Southampton

District MB  
Shirley Warren Baptist Church  
Warren Crescent  
Southampton

#### Representation of Councillor Satvir Kaur

The current boundaries mean that some residents in MA (Thorndikes, Bindons, Coxford Close, Hardwicke Close, Arliss Rd, Ross Gardens, Brook Valley, Romsey Rd and some of Warren Crescent) actually have to walk or drive close to the MB polling station (Warren Crescent Baptist Church Hall) in order to go through to St Jude's Warren Avenue (MA polling station), whereas if they were in MB they could walk across the greenway and up the Crescent or simply walk down Warren Crescent to the Baptist church. Since residents in Arliss Rd Brook Valley The Thorndikes and Romsey Rd etc already walk this route when bringing children to school, it seems logical to plan polling districts so that they can use the greenway to walk to their polling station. This would also enable these people to save money and fuel, take exercise and leave their cars at home where possible.

1. that the following roads go from MA into MB:

Coxford Rd from Romsey Rd to Coxford Close; All of Coxford close; The whole of Warren Crescent (not just the southern part); Burns Place; the Bindons (Road and Close); The Thorndikes; Hardwicke Close; Brook Valley; Arliss Rd; Romsey Rd from Winchester Rd to Coxford Rd;

2. That the following roads go from MB to MA for similar reasons (walking away from nearby polling station to more distant one):

The whole of Warren Avenue, not just the top part; All of Sycamore and Chestnut Rds; Buckley Court; Tremona Rd from Dale Rd to Warren Avenue; Tremona Court;

#### *Recommendation*

The representation as it stands would create an imbalance in the number of electors in each district which may lead to capacity issues at a later stage. At this time no other appropriate polling places could be identified to assist the review of these areas. It was noted that 'the greenway' is prone to becoming muddy in places following rain but it was not felt that this would disadvantage any particular group of electors and that given the points raised in the representation use of 'the greenway' may encourage a better turnout at elections. Several variations were identified which support the representation outlined above but

also provide a better balance in the electorate for each district. It is therefore recommended that the boundaries for districts MA and MB be redrawn as shown in Appendix 5 of the report to Full Council.

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District NA in Sholing ward  
Sholing Junior School  
Middle Road  
Southampton

Representation of the Returning Officer

This polling place is kept under constant review as the polling place currently leads to the closure of the school

*Recommendation*

This polling place remains the most appropriate site for the purposes of the review, The panel therefore, recommends that its use continues for the time being but should remain under review should an appropriate alternative become available.

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District NB in Sholing Ward  
Southampton amateur Boxing Club  
Pax Hall  
North East Road

Representation of Councillor Susan Blatchford

One doorstep query this year from 2010 Election. Why is the officers table so close to the door not further in so if it's raining more people can queue in the dry or out of the heat.

*Recommendation*

At the time of an election it is necessary for floor covering to be laid to protect the specialist sports hall flooring. In the past this has only been partially covered directing where the equipment for the polling station can be placed during the day. A review if the district has been completed and no alternative location could be found which better fulfilled the requirements of the review. It is felt that the issue identified in the representation can be removed with additional floor covering being supplied to ensure the equipment can be more suitably placed. The recommendation of the panel is that the current location should continue to be used.

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District OC in Swaythling ward  
Swaythling Primary School  
Mayfield Road  
Southampton

Representation of the Returning Officer

This polling place is kept under constant review as the polling place currently leads to the closure of the school

*Recommendation*

This polling place remains the most appropriate site for the purposes of the review, The panel therefore, recommends that its use continues for the time being but should remain under review should an appropriate alternative become available.

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District OD in Swaythling ward  
Swaythling Baptist Church  
Fleming Road

Representation of Councillor Edward Osmond

There are 6 Polling Stations in Swaythling Ward. The only one to be queried is the Baptist Church, Fleming Road. This is very small and quiet – is it justified?

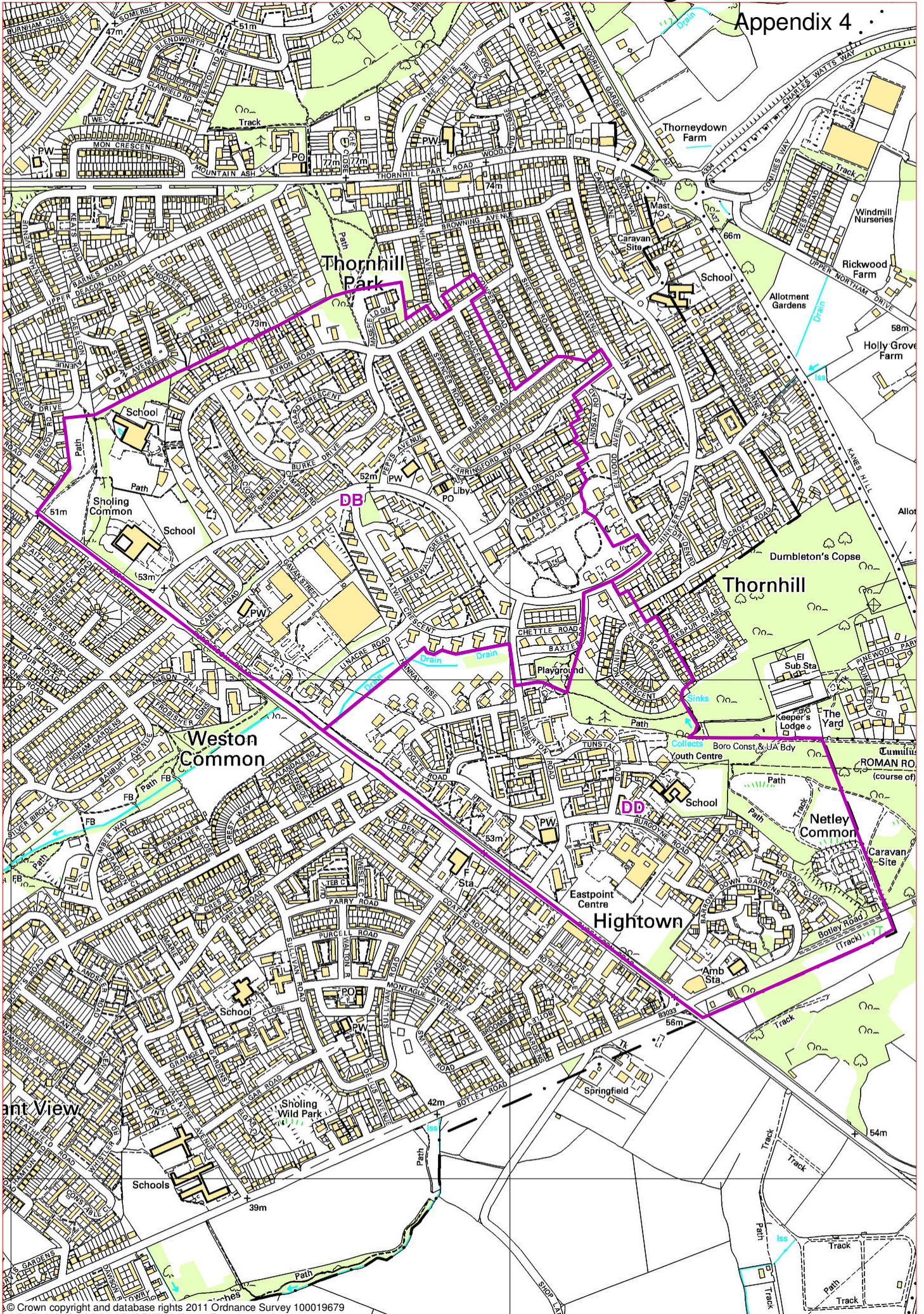
The other 5 polling stations should remain unchanged.

*Recommendation*

The comments of the representation are acknowledged. If OD were to be merged wholly or in part with districts OB and/or OC it would create additional capacity issues in those districts. A merger with OE was considered but this would require electors to cross Thomas Lewis Way which is a major route into the city. It is therefore recommended that this polling district remain for the time being.

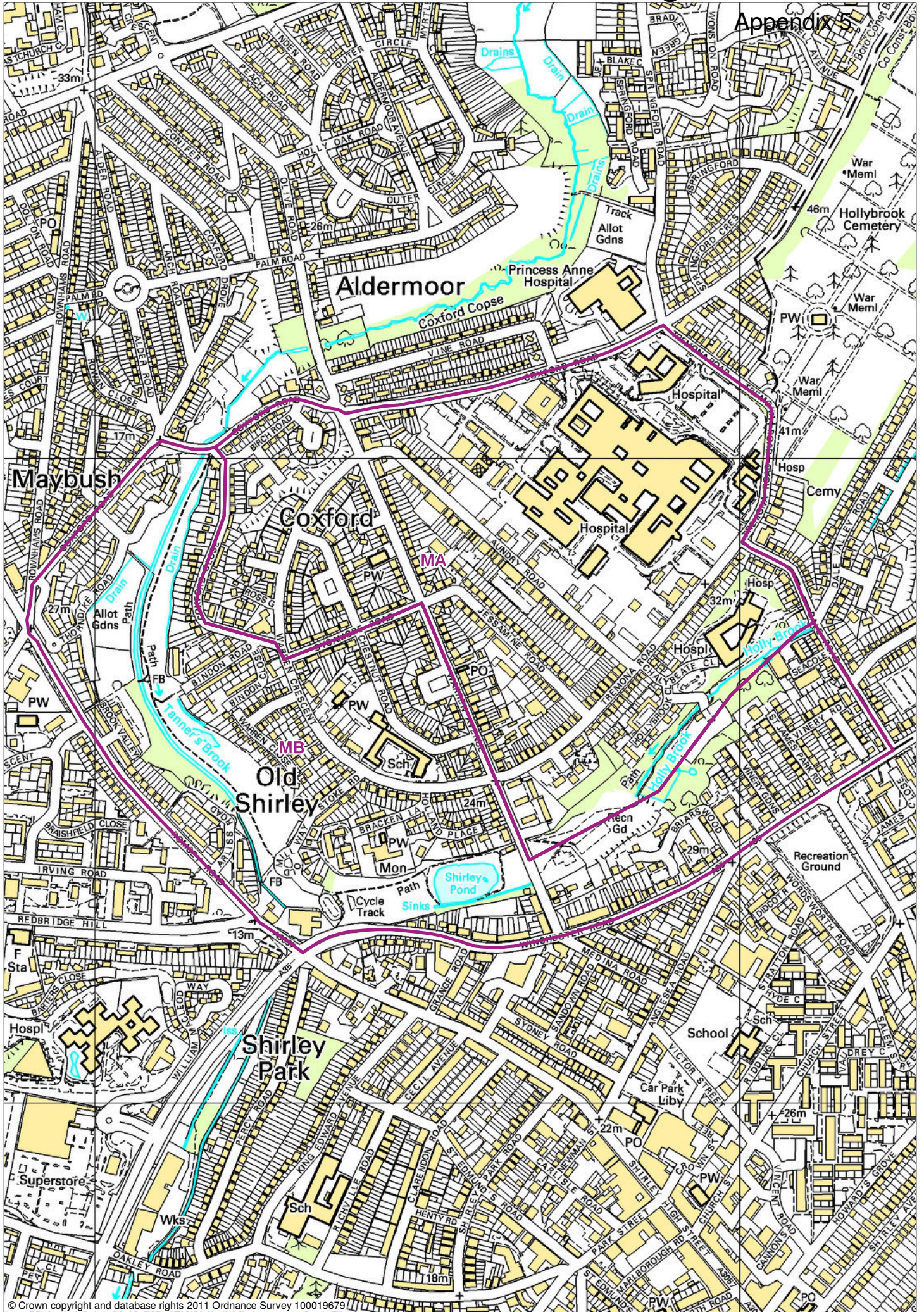
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All other polling places identified as having potential capacity issues over the next four years have been confirmed as wither having future capacity or being within the current tolerance. It is therefore recommended that these polling places continue to be kept under review as necessary.



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Appendix 5



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<b>DECISION-MAKER:</b>	COUNCIL
<b>SUBJECT:</b>	ESTABLISHMENT OF SHADOW HEALTH AND WELLBEING BOARD
<b>DATE OF DECISION:</b>	16 <sup>TH</sup> NOVEMBER 2011
<b>REPORT OF:</b>	EXECUTIVE DIRECTOR OF HEALTH AND ADULT SOCIAL CARE AND DIRECTOR OF PUBLIC HEALTH
<b>STATEMENT OF CONFIDENTIALITY</b>	
None	

## **BRIEF SUMMARY**

The Health and Social Care Bill currently making its way through Parliament will require all upper tier local authorities to establish a health and wellbeing board (HWB). The Secretary of State is urging local authorities to establish shadow boards so lessons may be learned before the boards go live in 2013/14. Preparatory work has been undertaken to identify the type of board that would be effective. The proposals in this report are based on the outcomes from a stakeholder workshop held on 20<sup>th</sup> July 2011 involving elected members, senior managers in the Council and the NHS, and the voluntary sector.

## **RECOMMENDATIONS:**

- (i) That a shadow health and wellbeing board be established on the basis of the draft terms of reference set out in Appendix 1.
- (ii) That the Executive Director of Health and Adult Social Care, after consultation with the Head of Legal, HR and Democratic Services, be delegated authority to appoint an independent chair in accordance with the process set out in Appendix 2.
- (iii) That authority be delegated to the Executive Director of Health and Adult Social Care, after consultation with the Cabinet Member for Adult Social Care and Health, to make any amendments to the proposals in the report in the light of any changes made to the Health and Social Care Bill in its passage through Parliament.

## **REASONS FOR REPORT RECOMMENDATIONS**

1. When enacted, the Health and Social Care Act will place a duty on upper tier local authorities to establish health and wellbeing boards. The recommendations in this report will enable the Council to establish a shadow health and wellbeing board. This shadow board will not have the any decision making powers envisaged by the legislation until April 2013, so in the interim will not be a formal decision making body. During this period decisions will continue to be made in accordance with the Constitution, either through Cabinet or power delegated to the portfolio holder

## **DETAIL (Including consultation carried out)**

2. The coalition government first proposed the establishment of health and wellbeing boards in the White Paper "Liberating the NHS", published in July 2010, and the proposed details were explained further in the "Democracy and Accountability" consultation paper published later in July 2010. The overarching functions and membership were set out in the Health and Social

Care Bill in January 2011. Despite a recommendation by the Health Select Committee that the boards should be replaced by local authority representation on the local commissioning consortium, the “listening exercise” in spring 2011 and the government’s response to the NHS Future Forum both supported the establishment of the boards, and the Bill, as amended, continues to maintain the local authority role in their establishment.

3. The Department of Health (DoH) is encouraging local authorities to be early implementers for health and wellbeing boards, and Southampton is part of this programme. The challenge, as set out by DoH, is not just to establish a board, but lead in cultural and behavioural change to support a joint approach to meeting local need. The challenges the early implementers are seeking to address include:
  - Ensuring the potential of the reforms are realised in terms of improved outcomes and integrated working, whilst retaining good relationships through the transition.
  - Building new relationships and working practices across local commissioning groups and councils.
  - Making success of the new accountabilities, in particular how transparency and accountability to local people can be improved.
  - Addressing specific issues, such as making the right links to children’s and wider public services.
4. As a key step to developing a concept for a health and wellbeing board for Southampton that had the support of the organisations with a key role to play, a stakeholder workshop was held on 20<sup>th</sup> July. This involved elected members from all political groups, senior managers from the Council and the NHS, other partner organisations and the voluntary sector. The proposals set out in this report are based on the outcomes of the workshop.

### **Role of Health and Wellbeing Boards**

5. A number of significant statutory duties have been identified for the boards:
  - Promoting joint commissioning and integrated provision
  - Lead commissioning for some services
  - Producing a joint strategic needs assessment
  - Producing a health and wellbeing strategy
  - Leading on local public involvement
  - Act as a vehicle for partnership working
  - Setting the local framework for commissioning for
    - Health care
    - Social care
    - Public health services

### **Membership**

6. The Bill specifies a minimum membership of the shadow board.
  - At least one elected member, but a majority of members can be councillors
  - The director of public health

- The director of adult social services
- The director of children's service
- A representative of the clinical commissioning group
- A member of the local HealthWatch.

Discussions at the stakeholder workshop centred around acknowledging that the board needed to be as small in size as possible, whilst ensuring that as many key players as possible are members of the board, or their views can be presented to the board. It identified the following membership:

- The Cabinet Member for Children's Services
- The Cabinet Member for Adult Services
- 1 representative from each of the opposition parties
- The director of children's services
- The director of adult social services
- The director of public health
- A representative of local Healthwatch
- A representative of the SHIP Cluster Board
- A representative of the local clinical commissioning group

A board of 10 members is therefore proposed. The workshop was of the view that it was important for councillors from all political groups to be represented on the board so as to be able to provide continuity in the event of change of administration in the Council.

### **Chairing the Shadow Board**

7. The stakeholder workshop gave careful consideration to the issue of who should act as chair of the shadow board. It concluded that an external shadow board chair should be appointed for the duration of the shadow board, with a councillor being elected as chair when the board goes live in April 2013.

The thinking behind this proposal was that in shadow form the chair of the board would be required to do more than chair the meeting. There would be a substantial amount of work to do outside meetings in terms of forging and developing essential relationships, not only with organisations represented on the board, but also with providers and voluntary sector organisations operating in the City who make substantial contributions to health and wellbeing outcomes. The independent chair would then become the 11<sup>th</sup> member of the shadow board.

### **Other Issues Relating to the Shadow Southampton Health and Wellbeing Board**

8. All parties at the workshop expressed the view that the HWB would have to be seen to add value to the system. The previous Health and Wellbeing Partnership had engaged partners and a wider audience in developing a health and wellbeing strategic plan. It is envisaged the HWB will take this further and become a partnership working across organisations and with citizens in co-developing commissioning strategies to address the needs identified in the Joint Strategic Needs Assessment.

9. It is recognised the HWB will interact with a number of other bodies in the system, for example, the Tackling Alcohol Partnership and statutory safeguarding boards for children and adults. However, work will need to be undertaken during the shadow period to explore how these relationships need to develop and operate.

## **RESOURCE IMPLICATIONS**

### **Capital/Revenue**

10. None. The costs of establishing the shadow health and wellbeing board will be contained within existing budgets.

### **Property/Other**

11. None.

## **LEGAL IMPLICATIONS**

### **Statutory Power to undertake the proposals in the report:**

12. The Health and Social Bill sets out requirements for local authorities to establish health and wellbeing boards, and the Secretary of State has established an early implementer programme which encourages local authorities to establish shadow boards. This is supplemented by the powers under Section 2 Local Government Act 2000

### **Other Legal Implications:**

13. None.

## **POLICY FRAMEWORK IMPLICATIONS**

14. None

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**SUPPORTING DOCUMENTATION**

**Non-confidential appendices are in the Members' Rooms and can be accessed on-line**

**Appendices**

1.	Proposed draft constitution for the shadow health and wellbeing board.
2.	Proposed process for appointing a chair of the shadow health and wellbeing board.

**Documents In Members' Rooms**

1.	None.
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**Integrated Impact Assessment**

Do the implications/subject/recommendations in the report require an Integrated Impact Assessment to be carried out.	No
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**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)
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1.	None	
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**Integrated Impact Assessment and Other Background documents available for inspection at:**

<b>WARDS/COMMUNITIES AFFECTED:</b>	all
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# Agenda Item 12

<b>DECISION-MAKER:</b>	AUDIT COMMITTEE <b>COUNCIL</b>
<b>SUBJECT:</b>	TREASURY MANAGEMENT STRATEGY AND PRUDENTIAL LIMITS MID YEAR REVIEW
<b>DATE OF DECISION:</b>	22 SEPTEMBER 2011 <b>16 NOVEMBER 2011</b>
<b>REPORT OF:</b>	HEAD OF FINANCE (CHIEF FINANCIAL OFFICER)
<b>STATEMENT OF CONFIDENTIALITY</b>	
NOT APPLICABLE	

## **BRIEF SUMMARY**

The Council approved a number of indicators on 16 February 2011. Following the September update of the Capital Programme and an analysis of Treasury Management (TM) activity during 2010/11 and between April and August 2011; these have been reviewed for 2011/12 and are reported in accordance with the Chartered Institute of Public Finance and Accountancy's (CIPFA) Code of Practice on TM and in line with the approved TM Strategy.

These indicators have been reviewed with the assumption that the revised Capital Programme presented to Council on 14 September 2011 was approved. The other Prudential Indicators reported in February are not affected by the update of the capital programme.

The core elements of the 2011/12 strategy were :

- To continue the use of variable rate debt to take advantage of the current market conditions.
- To constantly review longer term forecasts and to lock in to longer term rates through a variety of instruments as appropriate during the year in order to provide a balanced portfolio against interest rate risk.
- To secure the best short term rates for borrowing and investments consistent with maintaining flexibility and liquidity within the portfolio.
- To maximise investment returns in line with the Annual Investment Strategy and to constantly monitor global markets to protect the security of our investments.

## **RECOMMENDATIONS:**

### **AUDIT COMMITTEE**

**It is recommended that Audit Committee:**

- (i) Note the current and forecast position with regards to these indicators and endorses any changes.
- (ii) Note that the indicators as reported have been set on the assumption that the recommendations in the Capital Programme Update report were approved. Should the recommendations change, the Prudential Indicators may have to be recalculated.

## **COUNCIL**

### **It is recommended that Council:**

- (i) Approve any changes to the Council's Prudential Indicators as detailed within the report.
- (ii) Note that the indicators as reported have been set on the assumption that the recommendations in the Capital Programme Update report were approved. Should the recommendations change, the Prudential Indicators may have to be recalculated.
- (iii) Continue to delegate authority to the Chief Financial Officer (CFO), following consultation with the Cabinet Member for Resources, Leisure and Culture, to approve any changes to the Prudential Indicators or borrowing limits that will aid good treasury management. For example, increase the percentage for variable rate borrowing to take advantage of the depressed market for short term rates. Any amendments will be reported as part of quarterly financial and performance monitoring and in revisions to the TM Strategy.

## **REASONS FOR REPORT RECOMMENDATIONS**

1. The Chartered Institute of Public Finance and Accountancy's Code of Practice for Treasury Management in Public Services (the "CIPFA TM Code") and the Prudential Code require local authorities to determine the Treasury Management Strategy Statement (TMSS) and Prudential Indicators on an annual basis and to report on them mid year and at year end.

## **ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

2. Alternative options for borrowing would depend on decisions taken on the review of the capital programme, which were taken at Full Council on 14 September 2011.

## **DETAIL (Including consultation carried out)**

### **CONSULTATION**

3. The proposed Capital Programme Update report on which this report is based has been subject to separate consultation processes.

### **BACKGROUND**

- 4.. The Local Government Act 2003 introduced a system for borrowing based largely on self-regulation by local authorities themselves. The basic principle of the new system is that local authorities are free to borrow as long as their capital spending plans are affordable, prudent and sustainable.
- 5.. CIPFA has defined Treasury Management as:-

*"the management of the organisation's investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks."*



6. The Council is responsible for its treasury decisions and activity. No treasury management activity is without risk. The successful identification, monitoring and control of risk is the prime criteria by which the effectiveness of its treasury management activities will be measured. Accordingly, the analysis and reporting of TM activities will focus on their risk implications for the Council. The main risks to the Council's treasury activities are:
- Liquidity Risk - Inadequate cash resources.
  - Market or Interest Rate Risk -Fluctuations in interest rate levels and thereby in the value of investments.
  - Inflation Risks - Exposure to inflation.
  - Credit and Counterparty Risk - Security of Investments.
  - Refinancing Risks - Impact of debt maturing in future years.
  - Legal and Regulatory Risk - Non-compliance with statutory and regulatory requirements, risk of fraud..
7. The Council acknowledges that effective TM will provide support towards the achievement of its business and service objectives. It is therefore committed to the principles of achieving value for money in TM, and to employing suitable comprehensive performance measurement techniques, within the context of effective risk management. To aid the Council in carrying out its TM function, it has appointed TM Advisors (Arlingclose), who advise the Council on strategy and provide market information to aid decision making. However it should be noted that the decisions are taken independently by the CFO taking into account this advice and other internal and external factors.
8. All treasury activity will comply with relevant statute, guidance and accounting standards.

#### **COMPLIANCE WITH PRUDENTIAL INDICATORS**

9. All indicators to date complied with the Prudential Indicators approved by Council on 16 February 2011. Details of the performance against key indicators and proposed changes are shown below:

#### **Capital Financing Requirement and Actual External Debt**

10. The Capital Financing Requirement (CFR) measures the Council's underlying need to borrow for a capital purpose. In order to ensure that over the medium term net borrowing will only be for a capital purpose, the Council ensures that net external borrowing does not, except in the short term, exceed the CFR in the preceding year, plus the estimates of any additional capital financing requirement for the current and next two financial years.

It differs from actual borrowing due to decisions taken to use internal balances and cash rather than borrow. The following table shows the actual position as at 31 March 2011 and the estimated position for the current and next two years based on the capital programme submitted to Council on the 14 September

Capital Financing Requirement	2010/11 Actual £M	2011/12 Estimate £M	2011/12 Forecast £M	2012/13 Estimate £M	2013/14 Estimate £M
Balance B/F	310	360	360	369	372
Capital expenditure financed from borrowing	59	11	19	12	10
Revenue provision for debt Redemption.	(6)	(8)	(7)	(7)	(7)
Movement in Other Long Term Liabilities	(3)	(3)	(3)	(2)	(3)
<b>Cumulative Maximum External Borrowing</b>	<b>360</b>	<b>360</b>	<b>369</b>	<b>372</b>	<b>372</b>

The above limits are set to allow maximum flexibility within TM, for example a full debt restructure. Actual borrowing is significantly below this as it reflects decisions taken to use internal balances and cash rather than to physically borrow and shows the position at a point in time. The table below shows the position as at 1 April 2011 and 31 August 2011 and the estimated position for the current and next two years based on the capital programme submitted to Council on the 14 September:

	Balance on 01/04/2011 £M	Balance as at 31/8/2011 £M	2011/12 Estimate £M	2012/13 Estimate £M	2013/14 Estimate £M
Borrowing	224,677	305,345	277,302	279,863	266,858
Other Long Term Liabilities	71,722	71,361	71,657	73,886	78,153
<b>Total Borrowing</b>	<b>296,399</b>	<b>376,706</b>	<b>348,959</b>	<b>353,749</b>	<b>345,011</b>

### Authorised Limit and Operational Boundary for External Debt

11. The Local Government Act 2003 requires the Council to set an Affordable Borrowing Limit, irrespective of their indebted status. This is a statutory limit which should not be breached. The Council's Affordable Borrowing Limit, known as the **Authorised Limit** was set at £563M for 2011/12 (£486M for borrowing and £77M for other long term liabilities).
12. The **Operational Boundary** is based on the same estimates as the Authorised Limit but reflects the most likely, prudent but not worst case scenario of the debt position of the Authority, without the additional headroom included within the Authorised Limit. The Operational Boundary for 2011/12 was set at £542M (£471M for borrowing and £71M for other long term liabilities).
13. The CFO confirms that there were no breaches to the Authorised Limit and the Operational Boundary and during the period to the end of August 2011, borrowing at its peak was £309M, and there is no proposal to change these limits at this time.

### Upper Limits for Fixed and Variable Interest Rate Exposure

14. These indicators, (shown below for 2011/12) ,set upper limits on the amount of net borrowing (total borrowing less investments) for fixed and variable interest rates and allow the Council to manage the extent to which it is exposed to changes in interest rates.

	Limits for 2011/12 %
Upper Limit for Fixed Rate Exposure	100
Compliance with Limits:	Yes
Upper Limit for Variable Rate Exposure	50
Compliance with Limits:	Yes

15. The upper limit for fixed rate exposure is 100% as in principal it may be necessary /desirable for all borrowing at a point to be at a fixed rate, although in practice this would be unusual.

16. The upper limit for variable rate exposure allows for the use of variable rate debt to offset exposure to changes in short-term rates on our portfolio of investments. The upper limit represents the maximum proportion of borrowing which is subject to variable rate interest and was set at 50%, although in practice it would be unusual for the exposure to exceed 25% based on past performance and the highest to date is 21%. The limit was set at a higher level to allow for a possible adverse cash flow position, leading to a need for increased borrowing on the temporary market and to take advantage of the low rates available through the Public Works Loans Board (PWLb) for variable debt.

There has been no adverse cash flow to date but it is proposed that the limit remain at 50%, in case of any slippage in expected capital receipts.

### Maturity Structure of Fixed Rate Borrowing

17. This indicator sets limits on the amount of borrowing due to be repaid in a given period on fixed rate borrowing, thereby limiting large concentrations of fixed rate debt needing to be replaced at times of uncertainty over interest rates.

The table below shows the position as at 31 August 2011.

	Lower Limit	Upper Limit	Actual Fixed Debt as at 31/8/2011	Average Fixed Rate as at 31/8/2011	% Fixed Rate as at 31/8/2011	Compliance with set Limits?
	%	%	£000's	%	%	
Under 12 months	0	45	67,784	1.85	26.20	Yes
12 months and within 24 months	0	45	5,000	4.08	1.93	Yes
24 months and within 5 years	0	50	10,000	2.78	3.86	Yes
5 years and within 10 years	0	75	110,981	3.23	42.89	Yes
10 years and within 20 years	0	75	0	0.00	0.00	Yes
20 years and within 30 years	0	75	10,000	4.68	3.86	Yes
30 years and within 40 years	0	75	30,000	4.62	11.59	Yes
40 years and within 50 years	0	75	25,000	0.04	9.66	Yes
50 years and above	0	100	0	0.00	0.00	Yes
			<b>258,764</b>	<b>3.45</b>	<b>100.00</b>	

#### Total Principal Sums Invested for Periods Longer than 364 days

18. This indicator allows the Council to manage the risk inherent in investments longer than 364 days. This sets a maximum limit on the amount of money than can be invested for more than one year; the current approved limit is set at £50M, as shown below:

Upper Limit for total principal sums invested over 364 days	2010/11 Actual	2011/12 Approved	2012/13 Estimate	2013/14 Estimate	2014/15 Estimate
	£M	£M	£M	£M	£M
	50	50	50	50	50

19. Southampton City Council's core investment portfolio has been identified as being around £40M and on the advice of the Council's TM consultants a rolling programme of 1 year cash deposits was entered into to provide a greater degree of certainty and stability in returns generated. The aim was to place investments with start and maturity dates that are spaced at roughly equal gaps of 1 month, giving the Council the added benefit of the liquidity afforded by the upcoming rolling maturity of deposits to provide opportunities to invest in whichever investments offer the best fit solution to the risk/reward appetite of the Council at that time. This programme has currently been suspended and maturities have been limited to 6 months due to current uncertainties in the market at present and will be kept under review. The amount invested for more than 364 days as at 31 August 2011 was £21M, plus £6M in long term bonds.

## Ratio of Financing Costs to Net Revenue Stream

20. The ratio of financing costs to the Council's net revenue stream is an indicator of affordability and highlights the revenue implications of existing and proposed capital expenditure by identifying the proportion of the revenue budget required to meet borrowing costs.

The upper limit for this ratio is currently set at 10% to allow for known borrowing decision in the next two years and to allow for additional borrowing affecting major schemes. The table below shows the likely position based on the proposed capital programme.

Ratio of Financing Costs to Net Revenue Stream	2010/11 Actual %	2011/12 Approved %	2011/12 Estimate %	2012/13 Estimate %	2013/14 Estimate %
General Fund	4.89	7.09	4.87	8.43	9.09
HRA	4.46	5.75	5.62	7.50	8.69
<b>Total</b>	<b>6.01</b>	<b>7.49</b>	<b>6.49</b>	<b>8.25</b>	<b>8.47</b>

The definition of financing costs is set out at paragraph 87 of the Prudential Code and the ratio is based on costs net of investment income.

## SUMMARY

21. In compliance with the requirements of the CIPFA Code of Practice this report provides members with a summary report of TM activity up to the 31 August 2011. As indicated in this report none of the Prudential Indicators have been breached and a prudent approach has been taking in relation to investment activity with priority being given to security and liquidity over yield.
22. In addition to the CIPFA's requirement to produce a mid and year end report, each quarter as part of corporate monitoring a summary of TM activity is prepared. This is presented to Cabinet as part of the Quarterly Revenue Financial Monitoring report and is available in Members Rooms on request from the report author.

## RESOURCE IMPLICATIONS

### Capital

23. The Capital implications were considered as part of the Capital Programme Update report submitted to Council on the 14 September 2011.

### Revenue

24. The revenue implications are considered as part of ongoing monitoring which is reported to Cabinet each Quarter and as part of the budget setting process.

### Property/Other

25. None

## LEGAL IMPLICATIONS

### Statutory Power to undertake the proposals in the report:

26. Local Authority borrowing is regulated by Part 1, of the Local Government Act 2003, which introduced the new Prudential Capital Finance System. From 1 April 2004, investments are dealt with, not in secondary legislation, but through guidance. Similarly, there is guidance on prudent investment practice, issued by the Secretary of State under Section 15(1)(a) of the 2003 Act. A local authority has the power to invest for "any purpose relevant to its functions under any enactment or for the purposes of the prudent management of its financial affairs". The reference to the "prudent management of its financial affairs" is included to cover investments, which are not directly linked to identifiable statutory functions but are simply made in the course of treasury management. This also allows the temporary investment of funds borrowed for the purpose of expenditure in the reasonably near future; however, the speculative procedure of borrowing purely in order to invest and make a return remains unlawful.

### Other Legal Implications:

27. None

## POLICY FRAMEWORK IMPLICATIONS

28. This report has been prepared in accordance with CIPFA's Code of Practice on Treasury Management

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## SUPPORTING DOCUMENTATION

**Non-confidential appendices are in the Members' Rooms and can be accessed on-line**

### **Appendices**

1.	None
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### **Documents In Members' Rooms**

1.	QUARTERLY TREASURY MANAGEMENT REPORT – QUARTER 1 (MONTH 3) 2011/12 – Cabinet, 5 September 2011
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### **Integrated Impact Assessment**

Do the implications/subject/recommendations in the report require an Integrated Impact Assessment to be carried out.	No
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### **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.	ANNUAL TREASURY MANAGEMENT STRATEGY AND PRUDENTIAL LIMITS 2011/12 TO 2013/14 – Council 16 February 2011	
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**Integrated Impact Assessment and Other Background documents available for inspection at:**

<b>WARDS/COMMUNITIES AFFECTED:</b>	N/A
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# Agenda Item 13

<b>DECISION-MAKER:</b>	CABINET COUNCIL
<b>SUBJECT:</b>	INTEGRATION OF WESSEX YOUTH OFFENDING TEAM (YOT) OPERATIONS FOR SOUTHAMPTON WITHIN SOUTHAMPTON CITY COUNCIL FROM 1 APRIL 2012, INCORPORATING THE ANNUAL YOUTH JUSTICE PLAN
<b>DATE OF DECISION:</b>	24 OCTOBER 2011 16 NOVEMBER 2011
<b>REPORT OF:</b>	CABINET MEMBER FOR CHILDREN S SERVICES AND LEARNING
<b>STATEMENT OF CONFIDENTIALITY</b>	
None	

## **BRIEF SUMMARY**

Wessex Youth Offending Team (YOT) was formed in response to the Crime and Disorder Act 1998 with the aim of preventing offending behaviour by children and young people aged 10 to 17 years. It is a multi-disciplinary organisation that works across Children's Services and the Criminal Justice System.

Up until April 2011, Wessex YOT served the four Local Authorities of Hampshire, Isle of Wight, Portsmouth and Southampton. The Isle of Wight withdrew from this arrangement in April 2011, and the remaining partners intend to disaggregate from April 2012.

This report provides:

- an overview of the arrangements for disaggregation of Wessex YOT and integration of all YOT operational activity into Children's Services and Learning, moving into the Families and Communities Directorate from April 2012;
- performance information for 2010/11; and
- the 2011/12 Wessex YOT Youth Justice Plan (available in full in the Members Room or on request) which is part of the Council's Policy Framework.

## **RECOMMENDATIONS:**

**CABINET:**

- (i) To recommend the Wessex Youth Justice Plan 2011/12 to Council for approval as part of the Policy Framework.
- (ii) To delegate authority to the Executive Director of Children's Services and Learning to do anything necessary to support, plan and implement the discontinuance of the Wessex YOT partnership and the integration of YOT operations into the City Council from 2012/13 within approved budgets.

**COUNCIL:**

- (i) To approve the Wessex Youth Justice Plan 2011/12 to Council for approval as part of the Policy Framework (document in Members rooms).

- (ii) To delegate authority to the Executive Director of Children's Services and Learning to make any consequential amendments necessary to the Wessex Youth Justice Plan 2011/12 to reflect shadow or operational arrangements for the Southampton YOT prior to the approval of a Southampton Youth Justice Plan in 2012/13.

### **REASONS FOR REPORT RECOMMENDATIONS**

1. Wessex YOT is the largest in England, originally serving four Local Authority areas. The Isle of Wight decided to leave the arrangement in April 2011 and to integrate provision within its broader council services. Southampton, Portsmouth and Hampshire Councils have now mutually agreed that youth offending services would be best delivered as part of their own Children's Service arrangements and that Wessex YOT should be fully disaggregated.
2. It is a requirement for every local authority to approve an annual youth justice plan, with the strategic aim of reducing offending and re-offending, ensuring the effective use of custody and increasing victim and public confidence. The Wessex YOT Annual Youth Justice Plan will be its last because of disaggregation. Future annual plans will focus on Southampton.
3. The 2011/12 Wessex YOT Annual Youth Justice Plan and the disaggregation of Wessex YOT from 2012/13, has been agreed by the current Wessex YOT Board, which includes Southampton officer representation. The Wessex YOT Plan has been placed in the Members rooms

### **ALTERNATIVE OPTIONS CONSIDERED AND REJECTED**

4. To continue the existing partnership of three Local Authorities. This approach is considered to accrue less overall financial and operational benefit than integrating the service into Children's Services and Learning.
5. The 2011/12 plan is a statutory policy framework plan and therefore it is not an option to not report it to Cabinet and Council.

### **DETAIL (Including consultation carried out)**

6. In late 2010, officers undertook a review of current arrangements for the YOT and took a decision to disaggregate from the existing Wessex YOT partnership. The integration of the YOT operational management into Children's Services and Learning would ensure:
  - improved local co-ordination to address performance against key indicators, including re-offending rates and access to education, employment and training;
  - greater identification and accountability to Southampton elected members;
  - reduced central overheads;
  - shared management functions within the existing Children's Services and Learning (Families and Communities) functions;
  - greater integration within Southampton Children's Services and Learning; and
  - more coherent, complimentary supervision and care plans for Children Looked After.

7. In May 2011 Wessex YOT was subject to a Core Case inspection. The Inspection report was published on the 24 August 11 and is available via the following link: [www.justice.gov.uk/publications/inspectorate-reports/hmi-probation/inspection-reports---youth/core-case](http://www.justice.gov.uk/publications/inspectorate-reports/hmi-probation/inspection-reports---youth/core-case) The Inspection looked at 115 cases and the ratings are set out in Table 1 below. Southampton performance is not available separately but it broadly followed the Wessex profile. Overall, the results for Wessex YOT were lower than the national average.

**Table 1, Wessex YOT Inspection, May 2011**

	National average score	Wessex score
'Safeguarding' work (action to protect the young person)	68%	55%
'Risk of Harm to others' work (action to protect the public)	63%	56%
'Likelihood of Reoffending' work	71%	64%

8. The new YOT operations service design will incorporate the results and action plan from this inspection. A copy of the Southampton YOT Improvement Plan following the inspection has been placed in the Members room.
9. Nationally, YOTs are measured against four key indicators:
- The rate of young people re-offending.
  - The proportion of offences receiving a custodial sentence.
  - The percentage of young offenders accessing education, training and employment.
  - The number of first time entrants to the Youth Justice System.
- Southampton performance in relation to these indicators is given at Appendix A. Further performance information is given within the Wessex YOT Annual Youth Justice Plan, which is available in the Members' room
10. A sub-group of the existing Wessex YOT Board is operating to oversee operational matters relating to disaggregation including: information technology, Human Resources, TUPE, legal and contractual arrangements, procurement, premises and finance. An internal Southampton task and finish group is overseeing integration. Arrangements for a local YOT Board are in place as statutorily required.

## **RESOURCE IMPLICATIONS**

### **Capital/Revenue**

11. There are no capital implications.

12. Wessex Youth Offending Team operations for Southampton 2011/12 are funded by a number of partner organisations including: the City Council, Police, Probation and the Primary Care Trust. The Youth Justice Board also makes an additional grant contribution. 2011/12 income is summarised in Table 2 below.

Table 2. Wessex YOT Funding 2011/12.

Allocation by Partner	Local Authority	Health	Police	Probation	Youth Justice Board	Total
	£617,036	£19,697	£93,514	£103,882	£415,089	£1,249,218

13. YOT operations in 2012/13 would continue to benefit from similar partner funding. The savings made from disaggregation of the service form part of the city council's budget proposals for 2012-13.
14. One-off costs associated with disaggregation will be funded by Wessex YOT. Any residual funds will be shared amongst the three remaining Local Authorities in a proportional way.

### **Property/Other**

16. Plans are being developed to move the YOT operational team from its current location, Selborne Avenue, Harefield, to the ITeC building in St Mary Street Southampton. They will share the site with the city's Pathways team for Care Leavers. The Selborne Avenue premises will be released by the Local Authority as a capital asset. It should be noted that the latest condition survey identified maintenance and repair issues totalling £180,000.
17. The cost of the current lease of Wheatsheaf House on behalf of Wessex YOT will be met by Wessex disaggregation budget until the lease expires in September 2012.

### **LEGAL IMPLICATIONS**

#### **Statutory power to undertake proposals in the report:**

18. Section 40 of the Crime and Disorder Act 1998 requires the Council and its partners to determine an Annual Youth Justice Plan. The Plan is a Policy Framework Document by virtue of the Local Government Act 2000 and supporting regulations.

#### **Other Legal Implications:**

19. The Annual Youth Justice Plan is produced having regard to Section 17 of the Crime and Disorder Act 1998, the Human Rights Act 1998 and equalities legislation.
20. There are currently 22 posts attached to Southampton YOT operations, 14 of which are already Southampton City Council employees. The remaining eight are under secondment from Police, Probation and Health and these secondments, where continuing, will transfer from Hampshire to Southampton. Therefore, TUPE will not apply for YOT employees. However, a current contract commissioned by Wessex YOT will be coming to an end from April 2012 and may have a TUPE implication to Southampton for up to two posts.

## POLICY FRAMEWORK IMPLICATIONS

21. The Youth Justice Plan is part of the Council's Policy Framework.

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**KEY DECISION?** Yes

<b>WARDS/COMMUNITIES AFFECTED:</b>	all
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## SUPPORTING DOCUMENTATION

**Non-confidential appendices are in the Members' Rooms and can be accessed on-line**

### Appendices

1.	Southampton Performance 2010/11
2.	Wessex Youth Justice Plan 2011/12
3.	Post-Inspection, Southampton YOT Improvement Plan

### Documents In Members' Rooms

1.	None
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### Integrated Impact Assessment

Do the implications/subject of the report require an Integrated Impact Assessment (IIA) to be carried out.	Yes
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### Other Background Documents

**Integrated 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.	None	
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<b>DECISION-MAKER:</b>	FULL COUNCIL CABINET
<b>SUBJECT:</b>	SOUTHAMPTON CITY COUNCIL'S CHANGE PROGRAMME
<b>DATE OF DECISION:</b>	16 NOVEMBER 2011 21 NOVEMBER 2011
<b>REPORT OF:</b>	THE LEADER AND THE CHIEF EXECUTIVE
<b>STATEMENT OF CONFIDENTIALITY</b>	
None	

## **BRIEF SUMMARY**

Southampton City Council aims to be a modern, efficient organisation focussed on and valued by its customers, an ambitious, innovative and leading employer setting high standards and *the* central city and Solent region partner. Given that the Council has to reduce its budget by around £76 million over the period 2011/12 – 2014/15, it is essential that we consider how to shape the council for the future. This report provides details about the Change Programme which will help us to transform the way we do business to reduce our targetable gross costs by 25% over 3 years and to be a fit for purpose organisation by 2015. It sets out why our Council needs to change, what we plan to achieve through change, and the main building blocks of our Change Programme.

## **RECOMMENDATIONS:**

### **Council**

- (i) Consider and note the Change Programme set out in this report, due to be considered by Cabinet on 21<sup>st</sup> November 2011.

### **Cabinet**

- (i) Approve the Change Programme.
- (ii) Delegate authority to the Chief Executive to develop and implement the Change Programme projects detailed in this report, following consultation with the Leader of the Council.
- (iii) Delegate authority to the Chief Executive, following consultation with the Director of Corporate Services and the Senior Manager, Finance, to progress options for delivering services through third party bodies using a range of governance structures and models, including (but not limited to) a Local Authority Trading Company.

## **REASONS FOR REPORT RECOMMENDATIONS**

The financial challenges faced by the Council makes it imperative for the Council to adopt radical and different approaches to meeting customer needs, service delivery models and maximising the potential of our employees. The Change Programme will help us do this and shape the Council for the future. In doing so, the Change Programme will help us become more 'customer-focussed', 'efficient' and 'business-like'.

## ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

None

### DETAIL (Including consultation carried out)

1. Southampton City Council aims to be:
  - A modern, efficient organisation focussed on and valued by its customers, delivering quality public services and leading economic development. We care about our customers and we are eager to keep improving.
  - An ambitious, innovative and leading employer setting high standards, with a strong team ethos, an excellent reputation with its customers, pride and loyalty from its employees; an excellent employer that people from the widest range of skills and experience aspire to work for.
  - The central city and Solent region partner who leads strategically, understands the important goals of other strategic partners, works effectively and collaboratively on priority goals and changes the big picture of Southampton and the region for the better.
2. To achieve these aims, we need to change, become more streamlined and shape Southampton City Council for the future. The way the Council has been organised was right for the past, and has enabled the City Council to achieve a great deal, delivering good and improving services. However enormous changes are taking place to the public sector and we must ensure that Southampton City Council now progresses to be right for the future – to ensure that we take the opportunities as well as meet the challenges that the future holds.

#### Drivers for change

3. The public sector across the UK is being forced to make profound changes in the way it functions. Changes at a national level have meant significant loss of funding for some activities, less emphasis on the administration of planning, measurement and monitoring and major changes in the structures for regional, sub regional and partner organisations. Against this backdrop of radical change to the world in which we work, there are further significant changes being currently progressed to the public sector at a local level, for example:
  - A changing public sector role and structure - increased diversity, less regimentation, more innovation
  - The Local Ombudsman will be given increased powers, requiring implementation by Local Authorities
  - Standards Boards will be axed, with new legislation to be introduced to criminalise specific acts of wrong doing within councils
  - New, elected Police and Crime Commissioners will set budgets and strategic plans for police forces across England and Wales, as well as appointing chief constables.
  - Requirements are placed on us by the new Best Value Guidance - Best Value authorities are under a general Duty of Best Value 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 changes in Health that have a significant impact include the integration of public health within the City Council and the establishment of a GP led Clinical Commissioning Group for the City.
4. Councils up and down the country have:
- Less money but more freedom on how to use these resources due to reduced ring fencing. However, there are greater demands on resources. We continue to face demographic changes, particularly the youngest and oldest leading to greater demands on our services. Due to the increasing impact of central financial reforms felt by residents, there will be more high need, high cost customers.
  - Opportunities to do things differently, more regional flexibility, increased local transparency as a result of changes to the inspection regimes, less national reporting and less central accountability. This could lead to stronger local performance management and increased role for our communities.
  - Customers have greater public expectation, there is an increase in personalisation of services, an enhanced role for local councillors and local communities through the Big Society agenda and the public service reform leading to local service changes.
5. Local government now has the opportunity to re-shape its use of resources, to re-calibrate how it spends those resources – where possible reducing unnecessary bureaucracy and processes, in favour of investment in its priority public-facing services. We need to change and transform in order to:
- Deliver services that meet the needs of our customers with much reduced resources from central Government – in our case we need to reduce our costs over the coming three years by more than £50 million pounds and this is over and above the savings made in 2011/12 which was the first year of the four year Comprehensive Spending Review announced by the Government in 2010.
  - We cannot deal with this scale of imperative by simply cutting back: cutting back by this enormous amount would reduce services to a point that in many cases would result in the Council being unable to deliver an acceptable standard of service to our customers or meet statutory requirements.
  - Meet the challenge of being the best that we can be for our customers. Our customers expect excellent customer service from an efficient business-like Council, and they have told us very clearly that above all they want to see more economic development. By 'economic development' it is clear that they mean more jobs, including more skilled and higher paid jobs, more prosperity, in a developing and attractive city.
  - Change the culture of the organisation and use new thinking to root out unproductive processes and bureaucracy while empowering staff to be more customer focused, innovative, share information and work across services and directorates to achieve the best for our customers.
  - Localism/better commissioning/less direct delivery/better performance monitoring.

### **How could we respond?**

6. Councils are developing new models of working – no one-size fits-all model for local government. We could:
  - Seize the opportunity to develop a new role, new approaches and embrace wholesale change. Time to move away from piecemeal changes and salami slicing
  - Explore different funding options and revenue raising opportunities. Greater pooled budgets and a 'whole system' approach to resources. Better understanding of costs, cash flows and cost drivers
  - Focus more on the future. Increase long term planning, understand changing needs and our residents and customers better
  - Focus on the workforce. Ensure its workforce is fit for purpose, fully trained and supported.
  - Not be afraid to stop doing things
  - Explore alternative sources of provision. Devolve responsibility to others if it will improve outcomes and VFM
  - Increase our investment in prevention and early intervention, backed by a full understanding of impact and VFM.
  - Ensure providers (including internal services) are held to account against outcome targets and incentivise high performance.
  - Develop a strong local performance management regime and internal accountability. Need to replace external regulation and inspection and focus on what matters to Southampton and our priorities.
  - Improve our use and understanding of evidence and data across the Council. Ensure commissioning is based on the best available data. Understand the inputs, outputs and costs for all services.
  - Make better use of technology including social media and web based services. Don't be afraid to try new things and take calculated risks.
  - Encourage the big society and the value that the voluntary sector has in prevention and service delivery.
  - Develop our partnerships and new partnership arrangements. Move away from silo working both internally and externally and ensure there is shared vision across the City for how we can improve.
  - Embrace innovation. Learn from others locally, nationally and internationally but don't be afraid to go first.

### **The Change Programme**

7. The Change Programme will help us to respond by:
  - Transforming the way we do business to reduce our targetable gross costs by 25% in the next 3 years
  - Becoming a fit for purpose organisation by 2015.
8. Our customers are of prime importance and hence, the task is to meet the needs of our customers in different ways through different approaches. By 2015, we expect to be primarily, a commissioning council, with a strong focus on key priorities, statutory services and prevention. This requires us to stop doing activities and delivering services that do not support this and to recalibrate the way in which we meet customer needs and set realistic achievable outcomes. We want to root out unproductive processes and bureaucracies so that more of the Council's investment is spent on direct delivery of services. To achieve this, we want to bring services together with

other councils and public bodies as well as commission services through the private sector and voluntary sector to reduce costs and improve service standards. We also want to encourage and support local communities to play a more active role in taking initiatives within their own neighbourhoods. This will lead to a less visible role in direct service delivery and a greater role in understanding customer needs and requirements, specifying services that are needed and monitoring quality of delivery.

9. Therefore we have to take a strategic, planned approach to progress a number of strands of work programmes and projects at an increased pace by using and developing in house talent, skills and experience. The Change Programme is a **cohesive and coordinated approach** for delivering the changes required to meet the challenges we face by bringing these strands of work while still ensuring that front line services continue to be supported. By doing this in a joined up way (and not piecemeal), we will ensure that we maximise opportunities.

### **Laying the foundations – progress to date**

10. Some building blocks to assist the development of the Change Programme have already been put in place. These include the following:
11. Restructuring Council services: A starting point for the Change Programme is to organise services to meet the new financial realities and to be ready for the opportunities as well as the challenges of the years ahead. There are many of both and we must be fit for the purpose of embracing both. We have started the work on re-shaping our directorates from April 2011 and given the complexity, challenges and opportunities, this process is likely to take till March 2013. In doing this the Council will follow the principle that *no customer will be placed at risk as a result of changes that we make to our organisation of services*.
12. We are in the process of reshaping the whole organisation and have so far, reduced the number of public-facing directorates to three. These will be supported by a single directorate to manage important corporate work, typically in support of the 3 public-facing directorates. The intention is for the new Families & Communities Directorate to be established by April 2012. In the meantime, we are having discussion with neighbouring councils and other public bodies to find joint approaches to managing services, where such arrangements will be of financial and service benefit to both parties. These developments will no doubt result in further changes to the shape of the organisation in the coming months and years.
13. Working with Partners: We have played a key role in working with our partners in shaping and connecting the City-wide priorities both within the City and outwardly across the Solent region and its developing LEP.
14. Leadership and Management: The Management Board of Directors aims to include representation from the principle lead in contracted-out services, and a variety of strategic partnership leads acting as the equivalent of non-executive directors – supporting the Management Board through external challenge, contacts and constructive contribution.
15. We have established the Leadership Group comprising the Directors and Senior Management of the Council as well as the Director of Public Health

and his management team. Our colleagues in Capita are also invited to most meetings. This Group is absolutely vital to the performance and future strength of Council services and has started meeting regularly to share and discuss key new developments and opportunities. It is an important forum for knowledge development as well as for problem-sharing and solving. We intend to develop the experience, the training, the core competencies within our Leadership Group, and to ensure that good practice is spread across the directorates.

16. Quarterly Business Reviews: We expect to achieve a stronger focus on performance for each service through Quarterly Business Reviews which have started recently. They will focus on the recently established list of 12 Critical (or 'Killer') Key Performance Indicators for the Council and each Directorate. In these sessions, each Directorate will report on performance from each service, to the wider Leadership Group. QBRs will also support the services in working and planning across directorates – not only vertically within directorates.

### **Moving Forward**

17. Accountability: The Chief Executive and Directors will be accountable for delivering the Change Programme and Directors and Senior Managers are responsible for delivering transformation and cost reduction projects on the following principles:
  - Reduce costs significantly
  - Customer centred – use the *Customer Present* test
  - Focus on outcomes
  - Ensure deliverability
  - Plan and create quick wins on the way
  - Set and achieve clear timescales and cost reductions
  - Ensure joined up programmes of work
  - Take measured risks
18. We will implement change by:
  - Using the knowledge and understanding of our staff to achieve improvements
  - Using customer focused approaches and useful tools to check on our future way of working across the organisation:
    - **So What?** - by all employees considering what positive difference, what positive outcomes they will cause to happen as a result of their work
    - **Customer Present**.....focus on 'keeping it real' by all employees imagining that the customer is present in their meetings, in discussing future plans, in considering change, in assessing where they can reduce bureaucracy - and what they would make of what we are doing.
  - Using clear jargon free language
  - Ensuring individual projects form part of a Council wide approach

19. Creating the capacity

We need to create the capacity to enable Change to happen, without incurring more costs. Many councils have bought in this resource; we intend to develop that capacity and capability as much as possible internally. This will have significant benefits for the wider organisation, whilst also enabling the Council to develop a capacity it currently doesn't have. Therefore, we have established an initial Change Task Force (CTF) – bringing together colleagues with relevant and compatible skills and experience, with a clear desire to be involved in positive change. The Change Task Force will provide additional capacity to the Chief Executive, Directors and Senior Managers including rapid assessments of opportunities and scoping of projects.

20. The CTF members will continue to hold their usual accountabilities but we will aim to clear sufficient space in their workload such that they work together on change programmes and projects and support staff across the organisation on change projects.

**Change Programme Priorities and Projects**

21. The main priorities are to:

- Reduce cost
- Improve customer experiences
- Improve service delivery
- Reduce the time and resources spent on non productive processes, practices and systems

22. This will be done through rapid scoping and assessment of options and ideas so that informed decisions can be taken on whether they are realistic, can be delivered within the required timescales and achieve the objectives.

23. While a number of proposals set out in the draft budget will contribute to the Change Programme, the top priority projects are:

1. Joint Services with the IOW
  - a. Educational Support
  - b. Economy and Environment
  - c. Other services
2. Rolling out LEAN out LEAN Service Management across Directorates to reduce unproductive processes and systems
3. Joining up contract management, procurement and purchasing
4. Changing the way we work
  - a. IT Strategy and flexible, mobile working
  - b. Strategic Asset management
  - c. Review of HR practices
5. Developing different service delivery models
  - a. Developing a clear framework for the Council
  - b. Adult Social Care Provider services
  - c. Housing
  - d. Exploring commercial options for

- Parks and Open Spaces
  - Waste, Fleet, Itchen Bridge and ROMANSE/CCTV
  - Street Cleansing
6. Exploring service developments to improve the customer experience. These will be dependent on budgetary restrictions and successful partnership participation:
- a. Introduce a 'City Bursary' programme for local students to access higher education; and a 'City Alumni' business leader mentoring programme for local students.
  - b. Reduce parking costs in the City centre in specific periods to encourage the City economy.
  - c. Introduce city-centre Wifi access including the parks, to increase the attraction of the whole City centre to all visitors.
  - d. Develop a Southampton City Card, to provide specific benefits to our customers.
24. In addition, other strands of work will also be progressed through the Change Programme and implementation of budget proposals agreed in February 2012.
25. Customer Focus
- Projects:
- Customer Priority Programme and Business Support Review Phase 2
  - Multi agency, multi disciplinary work to support communities with the most complex needs who live in our Council estates
  - Developing a joint commissioning model for Council services, building on the current work relating to Adult Social Care, Children's Social Care and Health
26. Culture
- Projects:
- Establishing and progressing the new management structure.
  - Imbedding the LEAN culture in all employees' approach to working within the Council.
  - Delivering joint/ shared services with other public bodies.
  - Partnering with others to achieve lower prices and benefitting local supply chains.
  - Reviewing policy development, performance management, partnership working, customer insight and community engagement.
  - Working with Southampton Connect to focus City-wide partners on core City issues, including long-standing tough challenges.
27. Strategic Asset Management
- Estate Regeneration programme
  - Joint accommodation for locality abased services
  - Service Property Review
  - Community Asset Transfer

## RESOURCE IMPLICATIONS

### Capital/Revenue

28. We need to reduce our costs over the coming three years by more than £50 million pounds and this is over and above the savings made in 2011/12 which was the first year of the four year Comprehensive Spending Review announced by the current Government in 2010.
29. Our gross costs exceed £500M and so this reduction equates to 10% of our gross operating costs. However, after we have stripped out those costs that we cannot influence (for example, schools and housing benefit payments), and reduced by a factor those costs we have limited influence over (for example business rates and the direct costs associated with the provision of care), we are left with just under £200M of **targetable gross costs which need to be reduced by 25% over 3 years**.
30. The Change Task Force members will provide the capacity for developing and delivering projects through creating sufficient space in their workload by reprioritising their work. They will be supported by the small team within the Customers and Business Improvement Division within the Economic Development Directorate.
31. The Change Programme will be expected to deliver real financial benefits as well as improved customer experiences. In order to progress some projects, it may necessary to meet up front investment and initially this will be done through using one-off funding made available through the current Efficiency Fund as well as ongoing budgets within services to support the Change Programme activity.
32. Once the remaining Efficiency Fund has been utilised there is currently no provision in the budget for further transformational investment. The approach therefore will be to complete rapid scoping of projects and if individual projects highlight the need for specific one-off investment (especially those involving the use of technology), report to Cabinet for consideration and approval.

### Property/Other

33. None

## LEGAL IMPLICATIONS

### Statutory power to undertake proposals in the report:

34. Under the Duty of Best Value, authorities should consider overall value, including economic, environmental and social value, when reviewing service provision. As a concept, social value is about seeking to maximise the additional benefit that can be created by procuring or commissioning goods and services, above and beyond the benefit of merely the goods and services themselves.

### Other Legal Implications:

35. None

## POLICY FRAMEWORK IMPLICATIONS

36. Southampton Connect Plan

Council Plan

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	E-mail:	dawn.baxendale@southampton.gov.uk		
<b>KEY DECISION?</b>	Yes/No			
<b>WARDS/COMMUNITIES AFFECTED:</b>	All			

### SUPPORTING DOCUMENTATION

**Non-confidential appendices are in the Members' Rooms and can be accessed on-line**

#### **Appendices**

1.	None
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#### **Documents In Members' Rooms**

1.	None
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#### **Integrated Impact Assessment**

Do the implications/subject of the report require an Integrated Impact Assessment (IIA) to be carried out?	Yes –for each project
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#### **Other Background Documents**

**Integrated 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)

1.	N/A	
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