

OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

**Thursday, 16th August 2012
at 5.30pm**

Council Chamber - Civic Centre

This meeting is open to the public

Members

Councillor Moulton (Chair)
Councillor Vinson (Vice-Chair)
Councillor Barnes-Andrews
Councillor Chaloner
Councillor Fitzhenry
Councillor Hannides
Councillor Lewzey
Councillor McEwing
Councillor Pope
Councillor Tucker

Appointed Members

Mrs U Topp, (Roman Catholic Church)
Mr T Blackshaw, The Church of England (Dioceses
of Winchester & Portsmouth)
Vacancy – Primary Parent Governors
Representative

Contacts

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Democratic Support Officer
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Senior Manager – Customer and Business
Improvement
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PUBLIC INFORMATION

Role of Overview and Scrutiny

Overview and Scrutiny includes the following three functions:

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

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

Overview and Scrutiny Management Committee

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

Southampton City Council's Priorities

- More jobs for local people
- More local people who are well education 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 Democratic Support Officer who will help to make any necessary arrangements.

Dates of Meetings: Municipal Year 2012/13

2012	2013
12 July	24 January
16 August	14 February
13 September	14 March
11 October	11 April
8 November	
13 December	

CONDUCT OF MEETING

TERMS OF REFERENCE

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

RULES OF PROCEDURE

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

DISCLOSURE OF INTEREST

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

DISCLOSABLE PERSONAL INTERESTS

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

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

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

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

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

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

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

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

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

BUSINESS TO BE DISCUSSED

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

QUORUM

The minimum number of appointed Members required to be in attendance to hold the meeting is 4.

Other Interests

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

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

Any public authority or body exercising functions of a public nature

Any body directed to charitable purposes

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

Principles of Decision Making

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

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

In exercising discretion, the decision maker must:

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

AGENDA

Agendas and papers are now available online via the Council's Website

1 APOLOGIES AND CHANGES IN PANEL MEMBERSHIP (IF ANY)

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

2 DISCLOSURE OF PERSONAL AND PREJUDICIAL INTERESTS

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

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

3 DECLARATIONS OF SCRUTINY INTEREST

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

4 DECLARATION OF PARTY POLITICAL WHIP

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

5 STATEMENT FROM THE CHAIR

6 MINUTES OF THE PREVIOUS MEETING (INCLUDING MATTERS ARISING)

To approve and sign as a correct record the Minutes of the meeting held on 12 July 2012 and to deal with any matters arising, attached.

7 OAKLANDS SWIMMING POOL

Report of the Cabinet Member for Housing and Leisure detailing the major issues relating to the proposed closure of Oakland's Swimming Pool, attached.

8 FORWARD PLAN

Report of the Senior Manager – Customer and Business Improvement detailing items requested for discussion from the current Forward Plan, attached.

9 SCRUTINY REVIEW PROGRAMME 2012/13 - TERMS OF REFERENCE

Report of the Senior Manager – Customer and Business Improvement seeking approval for the terms of reference for the Scrutiny Review Programme 2012-2013, attached.

10 MONITORING SCRUTINY RECOMMENDATIONS

Report of the Senior Manager – Customer and Business Improvement, detailing actions and monitoring progress of the recommendations of the Panel, attached.

Wednesday, 8th August 2012

Head of Legal, HR and Democratic Services

Agenda Item 6

SOUTHAMPTON CITY COUNCIL
OVERVIEW AND SCRUTINY COMMITTEE MEETING
MINUTES OF THE MEETING HELD ON THE 12 JULY 2012

Present:

Councillors Moulton (Chair), Barnes-Andrews, Chaloner (except minute numbers 1-4), Fitzhenry (except minute numbers 1, 2 and 8), Hannides (except minute numbers 7 and 8), Lewzey, McEwing, Pope, Tucker and Vinson

Apologies

Mrs U Topp and Mr T Blackshaw

Also in attendance

Councillor Bogle, Cabinet Member for Children's Services
Councillor Letts, Cabinet Member for Resources
Councillor Rayment, Cabinet Member for Communities

1. **ELECTION OF VICE - CHAIR**

RESOLVED that Councillor Vinson be appointed Vice-Chair for the remainder of the municipal year.

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

RESOLVED: that the minutes for the Committee meetings held on 12th April and the 8th May 2012 be approved and signed as a correct record. (Copy of the minutes circulated with the agenda and appended to the signed minutes).

3. **ANNUAL MEETING PROGRAMME 2012 - 2013**

The Committee considered the report of the Democratic Services Manager seeking approval of a revised programme of meeting dates. (Copy of the report circulated with the agenda and appended to the signed minutes).

RESOLVED that the revised programme of meeting dates for the Committee be approved.

4. **SAFEGUARDING CHILDREN**

The Committee considered the report of the Cabinet Member for Children's Services and the Director of Children's Services and Learning detailing the results of the OFSTED inspection of Safeguarding and Children Looked After Services. (Copy of the report circulated with the agenda and appended to the signed minutes).

RESOLVED that the Committee recommended that

- (i) the Cabinet Member considers every available option to recruit experienced social workers, not just relying on a single recruitment event;
- (ii) the Safeguarding budget be ring fenced for 2013/14; and
- (iii) the Cabinet Member communicates with Safeguarding staff to ensure that social workers feel valued and motivated.

5. **SAFE CITY PARTNERSHIP PLAN**

The Committee considered the report of the Community Safety Manager detailing the content of the Safe City Partnership Plan for the Committee to identify any related issues or concerns. (Copy of the report circulated with the agenda and appended to the signed minutes).

The Committee noted the achievements and performance of the partnership in the last year.

6. **FORWARD PLAN**

The Committee considered the report of the Senior Manager – Customer and Business Improvement detailing items requested for discussion from the current Forward Plan. (Copy of the report circulated with the agenda and appended to the signed minutes).

RESOLVED that the Committee recommended that:

- (i) the Cabinet Member revisit Capita's contribution to the Council's savings target prior to the next budget being set;
- (ii) the Cabinet Member request details of the Capita Partnership's Senior Managers pay levels and circulate to members of the Committee; and
- (iii) the Cabinet Member ensures that information is in the public domain in sufficient time to scrutinise the mini budget before Council consideration in September.

7. **SHARED SERVICES**

The Committee received and noted the report of the Cabinet Member for Resources detailing the Council's developing approach to the development of shared service. (Copy of the report circulated with the agenda and appended to the signed minutes).

8. **SCRUTINY REVIEW PROGRAMME 2012/13**

The Committee considered the report of the Senior Manager – Customer and Business Improvement seeking approval for a Scrutiny Review programme for 2012- 2013. (Copy of the report circulated with the agenda and appended to the signed minutes).

RESOLVED

- (i) that the Scrutiny Review programme for 2012/13 consist of two review topics regarding:

- changes to benefits
 - apprenticeship schemes; and
- (ii) that authority be delegated to the Senior Manager – Customer and Business Improvement, to develop draft terms of reference for the reviews, in consultation with the Chair of the OSMC, and present them for approval at the August 2012 meeting of the Committee.

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Agenda Item 7

DECISION-MAKER:	OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE
SUBJECT:	OAKLANDS SWIMMING POOL
DATE OF DECISION:	16 AUGUST 2012
REPORT OF:	CABINET MEMBER FOR HOUSING AND LEISURE
STATEMENT OF CONFIDENTIALITY:	
None	

BRIEF SUMMARY:

Following the full Council meeting of 11th July 2012, at which some proposed amendments to the Council's revenue budget were approved, the staff and public consultation on the proposed closure of Oakland's Swimming Pool has commenced. This report summarises the major issues leading to the proposal and describes the plans and activities taking place around the consultation.

RECOMMENDATIONS:

- (i) The committee note the report and highlight any matters which members feel should be taken in to account by the Executive and / or Council when reaching a decision.

REASONS FOR REPORT RECOMMENDATIONS:

1. To enable members to identify any matters that they feel the Executive and / or Council should take in to account when reaching the final decision in September 2012.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED:

2. None.

DETAIL (Including consultation carried out):

Reactive Repairs

3. Oakland's swimming pool is currently closed as a result of repairs being required to leaking pipe work. To complete the repairs would cost approximately £10,000, although subsequent pressure testing may well identify further leaks.
4. Advice from Property Services is that further patchwork repairs are not an effective method of ongoing maintenance and a more comprehensive approach would be necessary – at an estimated cost of £230,000.
5. The cost of reactive repairs, since 2007/08, has totalled £70,102 (excluding any lost income that may have arisen when repairs were taking place).

Lapsed R&M

6. The pool has a backlog of repair, which is summarised below. The list does not include repairs to pipework identified above. The figures are all desk top estimates and may be subject to change on inspection of the equipment.

7. Given the capital investment, the building could have an extended longevity of a minimum of 5 years and the full plant upgrade will deliver an extended longevity for a further 5 years to 10 years.

8.

Priority 1 urgent works	
Replace Control Panel and Valves	45k
Filter Refurbishment	40k
Electrical Power upgrade	90k
Upgrade Air treatment plant	6k
Pool disinfection dosing control	5k
Redecoration of public areas	20k
Ceiling repair	105k
Air Distribution Ductwork	28k
Upgrade Air Conditioning fans	6k
Pool pumps 2 repaired 3 original pumps need replacing	9k
Low cost items (less than £5k each) of removals & upgrades	16k
Total Aggregate Costs	370k
Fees	52k
Sub Total	422k
15% Contingency	63k
Indicative Capital requirement	485k

Usage

9. In 2011/12 the 80,246 visits to the pool comprised:
- Schools = 7,719 (9.6%) pupils - based on actual school usage
 - Clubs = 22,275 (27.8%) member visits - estimated by the council
 - Of which disability group member visits were estimated at 4,620 (5.8%)
 - Swimming Lessons = 19,813 (24.7%) – based on actual lessons
 - General members of the public visits = 22,497 (28%) based on system receipts of which the estimated breakdown of usage is:
 - Adults = 11,586 (14.4% of the total)
 - Seniors = 8,751 (10.9% of the total)
 - Children = 1,012 (1.3% of the total)
 - Parties = 1,125 (1.4% of the total)
 - One to One lessons = 23 (0.03% of the total)
 - Aqua aerobics = 7,942 (9.9%)
10. With the 2011/12 outturn for Oakland's at £253,950, this represents £3.11 per user.

Consultation

11. The consultation is using the following approaches for different user groups:
 - Block bookings such as schools, clubs and groups will receive a letter requesting feedback about the potential impact, alternative arrangements they have made while the pool has been closed for repairs and whether these can continue in the future.
 - A series of “drop ins” to engage members of the public who may be local residents or users are on the following dates:
 - Wednesday 18th 5 – 7, Sainsburys
 - Friday 20th 10 – 12, Sainsburys
 - Thursday 26th 2 – 4, Lordshill Library
12. Following feedback, an additional two sessions were organised;
 - Tuesday 31st July 5 – 7, Sainsbury’s
 - Wednesday 1st August 2 – 4, Sainsbury’s
13. The Council’s website has information regarding the consultation and it is possible to submit an on line form. This is being used to engage users/residents citywide and out of City
14. The consultation is seeking alternative options from respondents as well as seeking to identify usage patterns. A copy of the questionnaire is attached at Appendix One. The consultation is due to run until 31st August 2012.

Lordshill Masterplan

15. Work is in progress on a masterplan for the redevelopment of the Lordshill District Centre. However, no decisions have been taken on any potential redevelopment options at this stage. A long term commitment to the pool’s existing site may hinder the delivery of such a project.

RESOURCE IMPLICATIONS:

Capital/Revenue:

16. The financial implications are dealt with elsewhere in this report

Property/Other:

17. None

LEGAL IMPLICATIONS:

Statutory power to undertake proposals in the report:

18. The duty to undertake overview and scrutiny is contained within Section 21 of the Local Government Act 2000 and the Local Government and Public Involvement in Health Act 2007.

Other Legal Implications:

- 19. The Council must ensure that it conducts timely and meaningful consultation with all relevant parties, with a clear explanation of proposals and utilising an open, transparent, corporate, co-ordinated approach. Decision makers must be satisfied that consultation with potentially affected parties has been adequately carried out and that where appropriate any notice period given before the implementation of any change in the provision of facilities is adequate and reasonable.
- 20. The Council must also be mindful of its equalities duties and in making its decision must pay due regard to the need to eliminate discrimination and promote equality and to the outcome of impact assessments. The Equality Impact Assessment undertaken on the Oaklands Pool proposal is attached as Appendix 2, alongside a response from the Public Health Director on the health implications of the proposal requested by the Chair of the Committee. This is attached as Appendix 3.

POLICY FRAMEWORK IMPLICATIONS:

21. None

AUTHOR:	Name:	Mike Harris	Tel:	023 8083 2438
	E-mail:	Mike.d.harris@southampton.gov.uk		

KEY DECISION? No

WARDS/COMMUNITIES AFFECTED:	Coxford, but other wards affected
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SUPPORTING DOCUMENTATION

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

Appendices:

1.	Consultation Questionnaire
2.	Equality Impact Assessment
3.	Public Health Response

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

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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Oaklands Pool Consultation

Agenda Item 7

Appendix 1

In making a final decision regarding the future of Oaklands Pool we want to consult with users about the potential impact on them of closure, to understand the reasons people use Oaklands swimming pool and to explore alternatives. We would be grateful if you could complete the form and press submit.

1. What is your full home postcode?

2. Which of the following best represents your use of Oaklands pool before its closure for maintenance?

- | | |
|---|---|
| <input type="radio"/> Daily | <input type="radio"/> Monthly |
| <input type="radio"/> More than once a week | <input type="radio"/> Once every few months |
| <input type="radio"/> Once a week | <input type="radio"/> A few times a year |
| <input type="radio"/> Fortnightly | <input type="radio"/> Never (please go to Q7) |

3. How do you travel to the pool?

- | | | |
|-------------------------------------|--------------------------------|--------------------------------|
| <input type="checkbox"/> Car/ Taxi | <input type="checkbox"/> Cycle | <input type="checkbox"/> Bus |
| <input type="checkbox"/> Motorcycle | <input type="checkbox"/> Walk | <input type="checkbox"/> Train |

4. How long have you used it for?

- | | |
|---|--|
| <input type="radio"/> A year or less | <input type="radio"/> More than 5 years but less than 10 |
| <input type="radio"/> More than 1 year but less than 3 | <input type="radio"/> More than 10 years |
| <input type="radio"/> More than 3 years but less than 5 | |

5. What encourages you to use Oaklands above other pools?

6. What have you done since the recent closure?

7. What alternatives to closure can you foresee?

Leisure & Culture

Southampton City Council
Civic Centre
Southampton S014 7LP

Consultation on the proposed closure of Oaklands swimming pool

You may be aware that Oaklands swimming pool is currently closed as a result of repairs being required to leaking pipe work. The swimming pool has a significant repairs backlog that requires spending approximately £500,000 to provide the building with a 5 to 10 year life span. This significant sum would not provide any comprehensive refurbishment of the pool, or provide any guarantee that the pipe work would not fail again and require additional costly repairs over and above the sums mentioned above.

You will also be aware that local government is under significant financial pressures. The ongoing costs of approximately £250,000 a year to operate the pool represent one of the many great funding challenges that Southampton City Council is currently facing.

It is for these reasons that the Council is considering closing the pool. No decisions have been made yet. In making a final decision we want to consult with users about the potential impact on them of closure, to understand the reasons people use Oaklands swimming pool and to explore alternatives. We would be grateful if you could complete the attached form and send it back to the address on the form or return it to a member of staff at the consultation stand.

All feedback received during this consultation process will be collated and fed back to elected councillors when they make their decisions in September this year.

EQUALITY IMPACT ASSESSMENT

Proposals considered in July 2012

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

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

<p>Portfolio Reference No. HLS5</p>	<p>Proposal: Oaklands Swimming Pool (OSP) is currently closed mid-repair. The proposal is to close the venue permanently.</p>
<p>Volumes (number of customers) and profile</p>	<p>Oaklands Swimming Pool is located in the West of the City and is open to people of all abilities and fitness levels who want to improve their health and general wellbeing, whatever their age. The number of individual visits to the swimming pool in 2011/12 was 80,246.</p> <p>As users of the pool are, in many cases, accompanied by others, the total number of visitors to the facility is greater. On average, it is estimated that 2 parents attend for every child and 1 person for every adult user. As an example in 2011/12, the total visitors were 195,701, which is 2.7 times the number of pool users and on average, this was between 49,000 and 51,000 per quarter.</p> <p>In 2011/12 the 80,246 visits to the pool comprised:</p> <ul style="list-style-type: none"> • Schools = 7,719 (9.6%) pupils - based on actual school usage • Clubs = 22,275 (27.8%) member visits - estimated by the council <ul style="list-style-type: none"> ○ Of which disability group member visits were estimated at 4,620 (5.8%) • Swimming Lessons = 19,813 (24.7%) – based on actual lessons • General members of the public visits = 22,497 (28%) based on system receipts of which the estimated breakdown of usage is: <ul style="list-style-type: none"> ○ Adults = 11,586 (14.4% of the total) ○ Seniors = 8,751 (10.9% of the total) ○ Children = 1,012 (1.3% of the total) ○ Parties = 1,125 (1.4% of the total) ○ One to One lessons = 23 (0.03% of the total) • Aqua aerobics = 7,942 (9.9%) <p>The customer profile is spread fairly evenly across adults, seniors, children, disabled groups, schools, medical referrals, all age ranges,</p>

Draft Equality Impact Assessment: Oaklands Pool

	disabilities and all key target groups for increasing participation in physical exercise or activity.
	OSP is also hired as the base of many clubs and organisations, including Eastleigh & Oakland's Swim Club, Southampton Disability Group, Oaklands Team and Recreational Sports (OTARS), Independent Living Group (ILG), Oakland's Life Saving Club, a local Octopush Club, a Triathlon Club, and a Kayaking Training Club.
Staffing and budget	OSP staff establishment is 14 contracted staff (10.58 FTE) plus 19 casual staff who work regular shifts. The 2012-13 net service subsidy budget is £259k. In 2011/12 the service subsidy budget was £254k.
Current operational position	The pool has in recent years reduced opening hours to minimise the highest loss making activities, focused on swimming lessons to generate income and changed staffing arrangements to reduce costs.
Summary of impact and Issues	Experian Mosaic data shows that within 1 mile of OSP, the population is circa 34,100 based on 2010 data. However, data for where users and visitors live is not collected and therefore it is difficult to assess what percentage of the users and visitors to the pool are from local communities and how many people travel over 1.5 miles currently. The data shows that within a 1.2 mile radius, there are higher than average levels of crime, anti-social behaviour, graffiti, incidents domestic violence and statistically a disproportionately low number of BME citizens compared to the city average. The data also shows life expectancy is lower than neighbouring areas. The profile confirms residents are economically deprived and closing OSP would mean that those from the local area who currently use the pool would have to travel to venues in other areas. However, this needs to be considered against lower charges for most groups at the Red Lodge Pool. This is also the case for any current users who live in the adjoining areas of Millbrook and Redbridge which are within a 1.2 mile radius.
Potential Positive Impact	Potential revenue budget saving of circa £250k per annum in a full financial year with effect from 1st April 2013. Repair and maintenance liability would be avoided. From a community safety point of view, the whole site can more easily be secured as the school will be closed from end of August 2012. A large site without ongoing obligations will enhance opportunities for future development to improve outcomes for local people through the Lordshill Master Plan.
Alternative operational model 1 – Community Pool	Community run facility similar to Red Lodge Pool. This would require consultation to assess whether the local community would support this, whether they have the sufficient capacity and ability to run the pool at no cost to the Council. The organisation would need to be able to receive TUPE'd staff (and associated pay / pension obligations). There would still be the need to resolve how to source significant funding necessary to deliver the repair and maintenance liabilities. An ongoing operation would limit the development opportunities in relation to the Lordshill Masterplan
Alternative operational model 2 In-house Reduced	Continue to operate in-house but with a reduced programme. The provision would be targeted at break-even or income generating activity such as schools, swimming lessons, and clubs. The programme would require a reduced staff structure, the removal of many loss-making public sessions and price increases. However, there would still be the need to

Draft Equality Impact Assessment: Oaklands Pool

Programme	resolve how to source significant funding necessary to deliver the repair and maintenance liabilities. An ongoing operation would limit the development opportunities in relation to the Lordshill Masterplan
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Responsible Service Manager : Nigel Greene, Manager, Leisure Client	
Date: 2nd July 2012	
Approval by Senior Manager	
Name:	Mike Harris, Senior Manager, Leisure and Culture
Signature:	
Date:	2 nd July 2012

DRAFT - WORK IN PROGRESS

Draft Equality Impact Assessment: Oaklands Pool

POTENTIAL IMPACT		
Group	Details of impact	Possible Solutions/ Mitigating Actions
Age	<p><u>Children and Young People</u> A significant percentage of the visitors are children and young people comprising</p> <ul style="list-style-type: none"> • Schools = 7,719 (9.6%). There are 15 schools currently using the pool, of which the majority are relatively close by, and two are within the priority area in Redbridge and Millbrook. Three of these are from neighbouring districts on the west side of the city. • Members of the public who are children = 1,012 (1.3% of the total) • In addition, a proportion of the following visits will be children and young people: <ul style="list-style-type: none"> ○ Those who attend parties = 1,125 (1.4% of the total) ○ Those who attend One to One lessons = 23 (0.03% of the total) ○ Those who belong to Clubs = 22,275 (27.8%) ○ Of which disability group members are 4,620 (5.8%) ○ Those who take swimming Lessons = 19,813 (24.7%) <p>While many of these can be catered for through the use of other facilities, the loss of this form of leisure based diversionary activity for local users could have an impact in an area already suffering high anti-social behaviour. Access to swimming does also have a positive impact on confidence building, skills development and self esteem.</p> <p><u>Adults and Older People</u> In 2011/12 of the general public visits to the pool, it is estimated that 11,586 were adults (14.4%) and 8,751 (10.9%) were senior citizens. In addition it is anticipated that a proportion of the estimated visits for clubs (22,275), swimming lessons (19,813) and aqua aerobics (7,942) will be adults The pool offers 50+ sessions which are very popular (2x 1hour sessions/ week), a regular group of elderly local residents take part in this session each week. Early morning swimming has for many years been attended by regular customers, the majority of which are older customers who socialise with each other at the swimming pool.</p>	<p>Alternative facilities that need to be considered include</p> <ul style="list-style-type: none"> • Red Lodge Pool (3.5 miles) • Shirley Pool (<3 miles) • The Quays (5 miles) • Jubilee Sports Centre, University of Southampton (3.5 miles) • Totton Leisure Centre (3.8 miles) • The Rapids (4.6 miles) • Bitterne Leisure Centre (5.8 miles) <p>Many of them offer similar programmes to OSP including early swims, older person sessions, young people's activities and lessons for babies, children and adults. Further work will need to be undertaken on whether these pools have the capacity to take up the OSP provision.</p> <p>Other mitigating action could include</p> <ul style="list-style-type: none"> • discussions with other providers to expand opening times and offer • promotion of alternative facilities • promotion of other youth activities in the area

Draft Equality Impact Assessment: Oaklands Pool

Disability	The number of disabled people visits to the pool is estimated at 4,620 (5.8%) - using the stats for disability group members. The Independent Living Group use the pool twice a week for their disabled residents in care, with a regular slot hired out for them meaning no public interfere. OTARS is a special group attached to the pool through Southampton day services; it gives swimming tuition to groups of disabled users, increasing their water skills, fitness and socialisation. The pool runs a public disabled session each week on a drop in basis that is well attended, mainly by local disabled elderly residents. A disability group also operates from OSP. All the above groups socialise through the swimming pool. There are also implications for older residents who already have mobility difficulties in order to keep them active.	Promote alternatives venues currently offering disability swims. Totton Leisure centre operates a Therapy session 3 x a week Explore opportunities for pools not currently providing a swim session for disabled people to consider including in their programme.
Sex	Ladies only session is available on site, giving specific swimming pool space to local residents unhappy/uncomfortable/not confident about swimming with men, the chance to participate. There are approximately 20-25 ladies only swimmers who regularly attend the weekly session.	Signpost users to alternative facilities offering 'ladies only' swim sessions. Explore opportunities for pools not currently providing a 'ladies only' swim session to consider including in their programme.
Race	Ethnic monitoring information is not collated	
Religion/ Belief	Ladies only sessions are available on site and certain religious minorities use these as a way of swimming inside the tenets of their faith. Other pools may not offer this exclusively female opportunity.	Signpost users to alternative facilities offering 'ladies only' swim sessions. Explore opportunities for pools not currently providing a 'ladies only' swim session to consider including in their programme.
Marriage and Civil Partnership	N/A	
Pregnancy and maternity	Swimming, as a recommended pre/post natal past time, in OSP will be taken away.	Explore with other facilities whether they can offer similar programmes to OSP.
Gender reassignment	N/A	
Community Safety	Problems with graffiti / antisocial behaviour/ unsafe behaviour at the site may be exacerbated if the site stands empty, including local youths regularly getting onto the unsafe roof and throwing things. The catchment area of OSP experiences high ASB, alongside other crimes; the closure of a key facility which offers youth diversion may lead to increased ASB and criminal damage incident.	Boarding the whole site may reduce ASB and graffiti but if the nursery at the end of the school building remains open it will potentially leave a vulnerable site. Work is in progress on a masterplan for the redevelopment of the Lordshill District Centre. However, no decisions have been taken on any

Draft Equality Impact Assessment: Oaklands Pool

		<p>potential redevelopment options at this stage. This is a plan for the medium term, which is not directly related to the maintenance issues at the current Oaklands pool site. On 16th May 2012 Cabinet agreed to offer a two year lease to the nursery, with the option to review this after one year.</p> <p>Although it is not apparent if the current users are from the local area it would help to identify and signpost locally to youth activities operating nearby.</p>
Sexual Orientation	N/A	
Poverty	<p>For local users who live within walking distance of the pool, the loss of swimming opportunities in Lordshill could mean public transport journey required to other pools as mosaic profiles in the area suggest a low level of car ownership. Local residents are therefore likely to incur a cost of approx £2-3 per specific journey.</p> <p>A quarter of the catchment area fall within groups that are likely to have low income, social isolation and be vulnerable and experiencing poor life chances such as lower than average life expectancy. Younger adults and families are likely to be most affected by welfare benefit changes and the extra costs and travelling may be prohibitive to using other facilities thus isolating this group further. This in turn may lead to poorer health outcomes and life expectancy.</p> <p>For local users who live within walking distance of the pool, they will need to consider making a bus or car journey to alternative facilities:</p> <ul style="list-style-type: none"> • 5 buses run from surrounding area to Shirley Road and lead on to the City Centre. Both Shirley and the City Centre have Pools. Approximate bus ticket costs (max) Adult Return £2.90 Child Return £2.00. • Unilink U6 bus runs every 20 minutes to Winchester Road where Red Lodge Community Pool is situated. Red Lodge offers lower costs to adults, children and families. 	<ul style="list-style-type: none"> • Signpost users/residents to other facilities. • Undertake targeted promotion of healthy lifestyle activity in this area.

Draft Equality Impact Assessment: Oaklands Pool

	Loss of Swimming opportunity in Lordshill District. Economic impact on paying for swimming elsewhere				
	Pool prices – Max	Adult	Child	Senior	Family
	Oaklands; Peak	£4.20	£2.80	£2.80	£14.00
	Off peak	£3.29	£2.50	£2.50	£11.80
	Shirley	£3.80	£2.85	£2.50	n/a
	Red Lodge	£3.40	£2.40	£2.50	£11.00
	The Quays: Peak	£5.10	£3.25	£3.25	£15.00
	Off peak	£4.00	£2.85	£2.85	£12.50
	Totton	£3.75	£2.00	£2.50	£9.50
	Bitterne: Peak	£4.10	£2.70	£2.70	£12.00
	Off peak	£3.30	£2.40	£2.40	£10.00
	Rapids	£4.50	£3.05	£3.05	£17.25
Jubilee	£4.90	£3.00	£3.00	£15.00	
Staff	OSP staff establishment is 14 contracted staff (10.58 FTE) plus 19 casual staff who work regular shifts. This means that 33 staff are affected.		<ul style="list-style-type: none"> Use the new administration's revised council redeployment policy to assist staff to improve their skills through secondments in other services and find alternative employment. 		

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Oaklands Pool - Public Health Response

Dr Andrew Mortimore, Director of Public Health

1. Introduction

This paper summarises some of the benefits of swimming towards improving health. It summarises some of the evidence from work undertaken in recent years to understand the way people in our city exercise, or don't, and sets this against a national context. Whilst the loss of any swimming facility is likely to mean some users will no longer swim as regularly, the EIA provides the information to enable members to assess the adequacy and suitability of the alternatives.

2. The importance of physical activity

The benefits of regular physical activity have been clearly set out across the life-course. Physical inactivity is the fourth leading risk factor for global mortality, accounting for 6% of deaths globally. This follows high blood pressure (13%), tobacco use (9%) and high blood glucose (6%). Overweight and obesity are responsible for 5% of global mortality¹.

There are a range of other potential benefits associated with different activities such as increasing cycling and walking leading to a reduction in transport costs, saving money and helping the environment. Fewer car journeys can reduce traffic, congestion and pollution, improving the health of communities¹. Benefits linked to physical activity in children and young people include not only health related outcomes and the prevention of obesity but also the acquisition of social skills through active play, better concentration in school and displacement of anti-social and criminal behaviour¹.

The strength of the relationship between physical activity and health outcomes persists throughout people's lives, highlighting the potential health gains that could be achieved if more people become more active throughout the life-course.

3. Current levels of physical activity in the population

Current levels of physical activity in adults are estimated from the national measurement of adult participation in sport and active recreation. Physical activity plays a crucial role in the prevention and treatment of obesity for both adults and children. In Southampton there is evidence that higher rates of obesity are found in areas with the lowest recorded levels of physical activity.

It is evident that children's levels of physical activity are directly related to family and household factors including attitudes and behaviours of adults to physical activity. It is recognised that there is much to be gained from families being active together. Active parents and the opportunity to do things with other family members influence young people's participation in physical activity.

4. Swimming and its contribution to physical activity levels

Swimming is the most participated in sport in England, excluding walking². It has been estimated that approximately 36% of the population are either regular or

irregular swimmers, the latter being defined as someone who has swum once or more in the last 12 months. For the vast majority, this was in indoor pool facilities. Some 60% of the population do not swim and around 20% of adults state that they cannot swim. However, adult participation in regular swimming has not changed significantly during the period 1987-2006 and unlike many other 'sports', female participation has increased whilst at the same time male participation has decreased.

5. Local context

In the 2008 Southampton health survey, year 10 children were asked what activities they currently undertook. Swimming was the third most popular activity for girls at that time, and when asked what would they most like to start doing or do more of as activities, swimming came out as top for boys and girls.

In the 2010 survey which asked all school years, the top three activities requested by pupils and parents across all school types were football, swimming and dance.

The current Catch 22 Active Women's Project, aimed at increasing levels of physical activity in young women, surveyed 109 women between August to October 2011 from a number of areas across the city including Woolston, Weston, Millbrook, Redbridge and parts of the inner city. 40% said they had not taken part in any exercise during the past week. Of those taking part in any sport/activity, the most popular by far was swimming at more than twice the level of the second most popular activity of cycling.

In April 2009 Southampton City Council was one of 211 councils who signed up to offer the free swimming initiative for both 16 and under and over 60 year olds. Prior to April 2009, Southampton City Council pools had approximately 4,000 young people signed up to the under 12s free swimming scheme. From April 2009 to March 2010, an additional 11,591 joined the free swimming scheme giving a total of 15,591 young people registered for the 16 and under free swimming initiative and a total of 60,000 annual free swims, of which, 87% were children and young people living in Southampton. With the over 60s, Southampton recorded 26,905 free swims with 86% being Southampton residents.

Local Exercise on Referral Schemes, historically and currently, have included swimming as an option for those with health needs and/or a range of long term conditions and disabilities, referred by their GPs. This is due to its suitability and the high level of interest in swimming as an activity. Early feedback from the new scheme that was launched in May 2012 is that swimming remains a popular choice as part of overall activity plans, as are health walks.

6. Conclusions

- Accessible and affordable swimming facilities are popular and surveys show people would like to be able to swim more
- Swimming as a form of physical activity can make a significant contribution to improving fitness levels in a community, and in individuals with health problems
- Low physical activity levels in a population have wide-ranging consequences and costs to both individuals and society as a whole

- If a local facility closes, the reduced convenience, extra time involved and additional costs of travel associated with using alternative swimming provision is likely to reduce the number of people on low incomes who swim
1. Department of Health (2011): *Start Active, Stay Active: A report on physical activity for health from the four home countries' Chief Medical Officers*
http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_128209
 2. Sport Industry Research Centre, Sheffield University (2007): *A guide to swimming participation statistics in England to assist ASA regions in the preparation of their strategic plans for 2009-2013*
www.swimwest.org/region/index.php?/news/content/download/3739/

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Agenda Item 8

DECISION-MAKER:	OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE
SUBJECT:	FORWARD PLAN
DATE OF DECISION:	16 AUGUST 2012
REPORT OF:	SENIOR MANAGER – CUSTOMER AND BUSINESS IMPROVEMENT
STATEMENT OF CONFIDENTIALITY	
None	

BRIEF SUMMARY

This item enables the Overview and Scrutiny Management Committee to examine the content of the Forward Plan and to discuss issues of interest or concern with the Executive to ensure that forthcoming decisions made by the Executive benefit local residents.

RECOMMENDATION:

- (i) That the Committee discuss the Forward Plan item listed in paragraph 3 of the report to highlight any matters which Members feel should be taken into account by the Executive when reaching a decision.

REASONS FOR REPORT RECOMMENDATIONS

1. To enable Members to identify any matters which they feel the Cabinet should take into account when reaching a decision.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

2. None.

DETAIL (Including consultation carried out)

3. The Forward Plan for the period August 2012 – November 2012 has been circulated to members of the Overview and Scrutiny Management Committee. The following issue was identified for discussion with the Decision Maker:

Portfolio	Decision	Requested By
Housing and Leisure	Licensing Scheme for houses in multiple occupation	Cllrs Moulton and Vinson
Efficiencies and Improvement	Process for Awarding Grants to Voluntary Organisations 2013/14 and beyond	Cllrs Moulton and Vinson
Resources	Local Council Tax Support – proposed scheme for consultation	Cllrs Moulton and Vinson

4. Briefing papers responding to the Forward Plan items identified by members of the Committee are appended to this report. Members are invited to use the paper to explore the issues with the decision maker.

RESOURCE IMPLICATIONS

Capital/Revenue

5. The details for the items on the Forward Plan will be set out in the Executive decision making report issued prior to the decision being taken.

Property/Other

6. The details for the items on the Forward Plan will be set out in the Executive decision making report issued prior to the decision being taken.

LEGAL IMPLICATIONS

Statutory power to undertake proposals in the report:

7. The details for the items on the Forward Plan will be set out in the Executive decision making report issued prior to the decision being taken. The duty to undertake overview and scrutiny is set out in Section 21 of the Local Government Act 2000 and the Local Government and Public Involvement in Health Act 2007.

Other Legal Implications:

8. None.

POLICY FRAMEWORK IMPLICATIONS

9. None.

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KEY DECISION? No

WARDS/COMMUNITIES AFFECTED:	None directly as a result of this report.
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SUPPORTING DOCUMENTATION

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

Appendices

1.	Briefing Paper – Licensing Scheme for houses in multiple occupation
2.	Briefing Paper – Process for Awarding Grants to Voluntary Organisations 2013/14 and beyond
3.	Briefing Paper –Process for Awarding Grants Appendix 1 - Prospectus (includes process, outcomes, standard grant criteria)
4.	Briefing Paper –Process for Awarding Grants Appendix 2 - Formal notice timetable and plan
5.	Briefing Paper – Local Council Tax Support – proposed scheme for consultation

Documents In Members' Rooms

	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.	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)
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	None	
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SUBJECT: LICENSING SCHEME FOR HOUSES IN MULTIPLE OCCUPATION (HMOs)
DATE: 16 AUGUST 2012
RECIPIENT: OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

THIS IS NOT A DECISION PAPER

SUMMARY:

Cabinet is scheduled to consider the report of the Cabinet Member for Housing and Leisure on 21 August 2012, which outlines proposals for a Southampton Licensing Scheme for Houses in Multiple Occupation (HMOs) that will incorporate properties subject to mandatory HMO licensing and smaller properties through an Additional Licensing Scheme. The report seeks approval to initiate a twelve week public consultation on these proposals, from 3 September to 26 November 2012.

BACKGROUND and BRIEFING DETAILS:

1. Evidence shows that there are significant problems associated with Houses in Multiple Occupation (HMOs) in Southampton, including poor property conditions, poor management and anti-social behaviour, which are not being adequately addressed through the council's Mandatory Licensing Scheme (which covers HMOs comprising three or more storeys and occupied by five or more people) and other enforcement and regulatory measures. 392 properties are currently licensed under the mandatory scheme.
2. An Additional Licensing Scheme covering smaller HMOs, including those consisting of two storeys and those occupied by three or more unrelated people, would help to improve the condition and management of these properties. This would be a proportionate response to address community concerns about the local impact of HMOs whilst ensuring safe, good quality privately rented accommodation is available to meet housing needs. The mandatory and additional elements of HMO licensing would together form the Southampton HMO Licensing Scheme.
3. Although the Article 4 Direction now means that planning permission is required for all new HMOs in the city, this does not apply to existing HMOs. A 'virtual HMO' team, made up of all council services involved in regulating HMOs, has targeted enforcement effectively, but the proposed Southampton HMO Licensing Scheme would enable a more proactive and comprehensive approach and will significantly assist the council in dealing with HMO issues.
4. The council values its very large private rented sector (at around 24,000 properties comprising at least 24% of the whole housing stock) and wants to see a strong, healthy and vibrant market to ensure that the housing needs of a wide range of private rented tenants are met through well managed, quality accommodation. However, the private rented sector has some significant problems for which statutory regulation, particularly licensing, is required. The city has a large number of Houses in Multiple Occupation (HMOs), estimated at 7,000 properties. These are amongst the more difficult to manage properties in the sector. In some HMOs, the standards of management and living conditions are very poor.

5. A licensing scheme that covers all HMOs would allow the council to proactively identify and engage with landlords, particularly with the less responsible landlords to drive up standards in the sector. This is particularly important due to changes to the benefit system. High densities of HMOs in some areas of the city have also led to community concerns, including noise, antisocial behaviour, crime, letting signs, waste and recycling, which licensing of all HMOs would also help to tackle.
6. Licensing has significant social and financial benefits to the general economy of the city. It maintains the buoyancy of the rental market by ensuring that the better landlords are not disadvantaged by non-compliant landlords. Evidence in other cities with additional licensing, such as Oxford, has shown that some of the worst landlords are being driven out of the market.
7. Research suggests that there are potentially 6,500 smaller HMOs, predominantly in the central and northern areas of the city that the current licensing scheme does not cover, among which there is evidence of unsatisfactory management, disrepair, inadequate safety standards and community harm.
8. The consultation therefore proposes that an Additional Licensing Scheme be implemented to cover smaller HMOs containing three or more people regardless of the number of storeys, throughout the entire city. Evidence suggests that the condition and management of HMOs are independent of their location in the city. Although complaints from residents about noise, waste, antisocial behaviour and other issues are concentrated in areas of the city with high densities of HMOs, very poor housing conditions and management are also often found when investigating complaints about HMOs in areas with lower densities.
9. It is proposed to phase the designations for an Additional Licensing Scheme, so that all of the 6,500 smaller HMOs will become eligible for licensing over a five year period, as set out in figure 1 below. All HMOs with five or more occupiers would have to apply for a licence in the first two years. From April 2017, all privately rented houses occupied by three or more people (including children) who form two or more households will require a licence.

Year	Number of occupiers	Electoral Wards	Properties (estimate)	Inspections (cumulative)
1	5 or more	Bevois, Bargate, Freemantle	2,000	1,300
2	5 or more	Bassett, Swaythling, Portswood and remainder of the city	1,500	2,600
3	3 or more	Bevois, Bargate, Freemantle	1,500	3,900
4	3 or more	Bassett, Swaythling, Portswood	1,000	5,200
5	3 or more	Remainder of city	500	6,500

Figure 1: Proposed phasing of Additional Licensing Scheme

10. A phased implementation will help to ensure a similar number of inspections are carried out each year during the initial five year programme (1,300 a year or 25 a week). Each application will be risk assessed, with properties likely to be higher risk or poorly managed visited first. The proposed phasing will licence properties with five or more occupiers in the first two years and takes account of areas of the city with the highest densities of HMOs. An alternative approach would be to licence all properties in particular electoral wards (regardless of the number of occupiers) on a phased basis and views on this will be sought during the consultation.

11. The proposals will help to more effectively integrate licensing and planning enforcement across the entire sector and a complete database of HMOs will help considerably with the determination of new planning applications.
12. It is proposed that the designation will not apply to any building which is an HMO as defined by section 257 of the Housing Act 2004, relating to certain converted blocks of flats. Resident landlords with up to two lodgers are not defined as HMOs.
13. The Southampton HMO Licensing Scheme would involve the following checks: determining that the landlord or manager is a 'fit and proper person', making sure that the property is free from serious housing hazards, checking gas and electrical safety certificates, fire safety and waste disposal arrangements. It is proposed to ensure that the property is suitable for housing people to whom the council owes a duty under homelessness legislation. This will include asking for carbon monoxide detectors and an Energy Performance Certificate (EPC). Licence conditions would deal with antisocial behaviour, waste in gardens and lettings signs.
14. The costs of the scheme, including costs associated with monitoring and enforcement of licence conditions, will be paid for by the licence fee, which is expected to be set at £500 per property for a five year licence. All inspections will be carried out by council officers. The proposed Southampton scheme is compared with the current mandatory scheme and the scheme implemented by Oxford City Council below.

	Current Scheme	Proposed Scheme	Oxford Scheme
<i>Type of HMOs included</i>	3 storeys and above with 5 or more occupiers	3 or more occupiers	3 or more occupiers
<i>Coverage</i>	City-wide	City-wide	City-wide
<i>Length of licence</i>	Five years	Five years	One year
<i>Cost to licence typical HMO for five years</i>	£225	£500	£1,211 (large) £1,006 (small)
<i>Reduced fee for private survey*</i>	Yes	No	No
<i>Higher fee for failure to apply or delay</i>	Yes	Yes	Yes
<i>Discount for multiple applications</i>	No	Yes	Yes

*Applicant can submit a survey report from an approved surveyor for a reduced fee

Figure 2: Scheme comparisons

15. Persistent failure to apply for a licence or comply with licence conditions could result in prosecution, an application for a Rent Repayment Order and, in very serious cases, for the council to take over the management of a property.

16. The consultation will include landlords, letting agents, residents and tenants groups, universities, Shelter and local agencies involved with housing. Several events are planned, including in the Polygon (which will include door to door consultation); in Portswood; at the Civic Centre; at Southampton Solent University and the University of Southampton, for SASSH accredited landlords, and at local branch meetings of the National Landlords Association (NLA) and the Southern Landlords Association (SLA).

RESOURCE/POLICY/FINANCIAL/LEGAL IMPLICATIONS:

17. The HMO licensing fees will be set at a level that is reasonably expected to cover the costs of providing the service based on estimated officer time and associated costs involved in processing the applications, inspections, monitoring and enforcement as well as relevant overheads. A higher or “penalty fee” is proposed for non-compliant landlords, in common with the current scheme. The cost of a typical five year licence is expected to be £500, but the final cost of the scheme will depend on the outcome of the public consultation and will be submitted for approval by Cabinet in January 2013. The level of income from the scheme, based on a licence fee of £500, is estimated to be £3.25m over five years.
18. Income from the scheme would be ring-fenced for spending on regulating HMOs, including inspecting each property to ensure compliance with minimum standards and on ensuring compliance with licence conditions. It is anticipated that this will require a team of 13 to 15 people. The income from licensing cannot be used to subsidise other work, but can be used to fund work associated with regulating HMOs across the council, including Legal and City Patrol.
19. Before introducing an Additional HMO Licensing Scheme, the council must comply with the specific requirements set out within sections 56 and 57 of the Housing Act 2004. This includes being satisfied that a significant proportion of the HMOs proposed under the additional scheme are being managed sufficiently ineffectively. The council must also consider whether there are any other courses of action available to them that might provide an effective method of achieving the objectives of any proposed designation and how the making of the designation will significantly assist the council in achieving its objectives. The council must also consider the Departmental guidance document, “Approval Steps for Additional and Selective Licensing Designations in England”. Consultation must also take place and the scheme must be consistent with the authority’s overall housing strategy.

OPTIONS and TIMESCALES:

20. The proposals for a Southampton Licensing Scheme for Houses in Multiple Occupation (HMOs) are scheduled to be approved by Cabinet for public consultation, for twelve weeks from 3 September 2012 to 26 November 2012. Cabinet will consider the outcome of the consultation at its meeting on 29 January 2013 and, if approved, the new scheme will come into effect on 1 April 2013 and be phased over five years.

Appendices/Supporting Information:

None

Further Information Available From:

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SUBJECT: PROCESS FOR AWARDING GRANTS TO VOLUNTARY ORGANISATIONS 2013/14 AND BEYOND

DATE: 16 AUGUST 2012

RECIPIENT: OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

THIS IS NOT A DECISION PAPER

SUMMARY:

1. Southampton City Council has a long history of supporting the contribution of the voluntary and community sector in the city with grants, contracts and other help in kind. On 12 March 2012 Cabinet approved, in principle, an outcome-based commissioned grants model from 2013/14 to award longer term grants (2 or 3 years) where appropriate, from the Grants to Voluntary Organisations budget from 2013/14. On 21 August 2012 Cabinet will consider a report on the implementation of this model.

BACKGROUND and BRIEFING DETAILS:

2. In order to create a fairer, open and transparent grants process on 12 March 2012, following consultation with voluntary organisations, Cabinet approved in principle an outcome-based commissioned grants model to award longer term grants (2 or 3 years) from the Grants to Voluntary Organisations budget from 2013/14. On 21 August 2012 Cabinet will consider recommendations on the implementation of a new outcome-based Commissioned Grants Programme. This has been developed using feedback received in the ongoing consultation with the voluntary and community sector.
3. The key changes from the previous grants process are:
 - Up to three years of funding, where appropriate, in response to consultation – to provide greater stability for organisations.
 - One-off one year grants, up to £10,000 – to provide small grants in between commissioning cycles. This gives the council flexibility to respond to the changing needs of the city as well as the voluntary and community sector.
 - 8 week grant application period (between the scheme opening for applications and the closing date for applications) – as per the consultation in August-October 2011 the grant application period has been shortened as part of a more streamlined process.
 - The decision on grant allocations will be brought forward from March to January, in response to consultation giving applicants more notice between the decision and implementation on 1 April each year.
 - Accepting joint bids, in response to consultation – applications from two or more voluntary organisations working together will be welcomed providing one of the applicants acts as the responsible body for the grant. This will allow voluntary organisations working together to share resources.

- Proportional paperwork, in response to consultation – there is a shorter application form for applications under £10,000 per year.
 - Grants to be awarded against outcomes – using outcomes rather than the broad council priorities allows the council to focus on key areas of work. This also makes it clearer what the council and city are getting in return for the grant.
 - Scored appraisal process - applications will be scored by a small panel of specialist council officers who will make the initial recommendation. This makes the appraisal process more robust and also more streamlined.
 - Applicants notified of initial recommendations earlier – it is aimed to notify applicants of their initial grant recommendation around 6 weeks before the Cabinet meeting, to allow them sufficient time to provide information on the impact, especially equalities and community safety impact, of the recommendation before Cabinet makes a final decision.
4. The outcomes against which the grants will be award have been developed from the ‘challenges’ outlined in the Southampton Profile (needs assessment). Outcomes for Infrastructure Support Services have also been included as these services are vital to ensure a thriving voluntary and community sector in the city. All applicants will be expected to make a contribution to at least **one** of the outcomes. The proposed outcomes and full details of the process can be found in the Prospectus attached as Appendix 1.
 5. The council wishes to provide stability to the voluntary and community sector and aims to do this by awarding three year funding agreements to successful applicants, where appropriate. While the aim will be to fund successful applications for three years, each application will be assessed on a case by case basis as to whether three year funding is appropriate. The council may offer two years or one year funding instead.
 6. As the budget is set annually applicants need to be aware that years 2 and 3 of any funding agreement for more than one year will be provisional and may be subject to change in light of council budget decisions. If there is no change to the provisional budget for years 2 or 3 Cabinet’s original grant award decision of January 2013 will stand and does not need to be re-confirmed each year. The grants for years 2 and 3 will be confirmed automatically when the budget is approved by Full Council at the annual budget setting meeting in February of each year. This is a significant change from previous three year funding agreements where Cabinet re-confirmed the grants each year.
 7. The council is aware that by moving to longer term funding the majority of the grants budget would be committed between April 2013 and March 2016, leaving little flexibility to respond to requests for funding during this period. Therefore it is proposed to set aside a small portion of the budget each year for one-off, one year grants of up to £10,000 to be awarded against the same criteria and outcomes as the longer term grants under officer delegated authority. It is intended that these grants would be available for voluntary and community organisations that did not receive longer term funding. The detailed process for awarding grants from this scheme will be presented to Cabinet for approval in January 2013.

8. In the report Cabinet is requested to propose a budget of £4,977,756 over three years (2013/14 to 2015/16) for grants to voluntary organisations subject to approval by Full Council at the annual Budget Setting meeting in February of each year. Of this £1,777,345 would be the proposed budget in 2013/14. In line with savings being made across the council a tapered reduction of the grants budget over the three years is also recommended. The three year funding, one-off grants pot and Housing Revenue Account contribution are recommended to reduce by 7% each year using the 2012/13 budget as a baseline (total £1,907,300). It is recommended that this reduction is applied equally to all grant recipients. It is not recommended to reduce the Community Chest budget further as it had a 50% reduction in 2011/12. The reduction to the overall budget would therefore be approximately 6.8% each year.
9. In the report Cabinet is requested to approve the issuing of formal notice to existing grant recipients that all applications for grant funding for 2013/14 and beyond will be considered without reference to previous grants and their current funding relationship with the council will end on 31 March 2013. This will ensure the council is fully open and transparent with voluntary and community organisations and will allow for timely and meaningful consultation and consideration of impact assessments, including equalities and community safety. The existing grant recipients are listed in the 2012/13 Grants to Voluntary Organisations Cabinet report, 13 February 2012 (Appendix 1).
10. Giving formal notice will set a level playing field for the new outcome-based Commissioned Grants Programme and all applicants will be considered as new applicants whilst allowing existing grant recipients time to prepare for potential changes to their funding. It will also ensure that any notice payments are provided primarily from within the existing budgets. A plan and timetable for issuing formal notice, subsequent consultation and completion and consideration of impact assessments is attached at Appendix 2. The impact of giving notice on individual organisations will be considered by Cabinet when awarding grants in January 2013.
11. The standard grant criteria are reviewed and amended on an annual basis to ensure they are in line with current best practice and council priorities. Three changes are recommended at this time – two new criteria and one amended.

New criteria:

- Applications will normally only be considered towards projects and activities that demonstrate innovative approaches to meeting the needs of the residents of Southampton.

This change is being recommended as innovation should underpin all the grant outcomes.

- Applications will not normally be considered for core funding from groups and organisations whose activities fall within the responsibility of schools to fund. However, contributions to jointly funded projects may be considered.

This change is being recommended as national changes to the way schools are funded means the Dedicated Schools Grant part of the grants budget has been re-allocated directly to schools to fund this work (see paragraph 32).

Amended criterion:

- Applications will not normally be considered from groups and organisations that have unsuccessfully tendered for the same project/work as a contracted service (either to the council or anyone else).

This change is being recommended following feedback during consultation that the original criterion about failed tenders needed to be made clearer. The full criteria with the amendments highlighted are available in Appendix 1.

12. It had previously been agreed, in December 2010, after a detailed consultation process, to reduce Shopmobility's grant over three years to £46,000 in 2011/12, £35,000 in 2012/13 and £27,000 in 2013/14. As the proposal for the outcome-based Commissioned Grants Programme three year funding will overlap with this it is proposed to discontinue the tapered reduction and bring Shopmobility in line with the new grants process. This means that the recommendation to formally give notice to existing grant recipients that all applications for grant funding for 2013/14 and beyond will be considered without reference to previous grants and their current funding relationship will end on 31 March 2013 (see paragraph 24) will also apply to Shopmobility. Although this may be unsettling for Shopmobility, as with all voluntary and community organisations in this position, it will give them the opportunity to be considered for three year funding.
13. National changes to the way schools are funded from April 2013 means that the Dedicated Schools Grant (DSG) contribution to the grants to voluntary organisations budget, £55,900 in 2012/13, will no longer be available. The money will instead be allocated as part of individual school budgets. Therefore, the recommendation is for Cabinet to note that the Dedicated Schools Grant contribution in the grants to voluntary organisations budget will no longer be available from April 2013.
14. The council has been running a Community Chest small grant scheme for more than 25 years. The grants primarily support small, unfunded, volunteer led community groups across the city for example, community fun days, health and wellbeing projects, environmental projects, sports clubs, residents associations etc and promote volunteering and getting involved with the local community. The current budget for Community Chest is £50,000. The NHS Southampton Trust also manages a small grants scheme in the city, the Health and Wellbeing grants. The current budget for this grant scheme is £75,000. Following discussions with senior managers in the NHS, it is proposed to pool the council's Community Chest budget and the NHS Health and Wellbeing grants budget into a city-wide, small grant scheme, administered in a different way than either scheme currently is.
15. During both consultation with voluntary organisations and the Big Society Scrutiny Inquiry, the feedback was that Community Chest could be managed differently, perhaps by a voluntary organisation. The arrangements for pooling budgets suggested in the Cabinet report offer an opportunity to consider a different way of administering this scheme. This combined with the need to respond to new policy initiatives such as the 'localism' agenda is leading to more efficient ways of working, making the time right to give the voluntary sector the opportunity to take this on. Previous discussions with potential providers suggest that the costs are likely to be around 10% of the budget. Choosing an external service provider would be done via a procurement process.

16. The legal powers to award grants would not transfer to the service provider, therefore it is proposed that if the scheme was to be administered by a voluntary organisations the split in responsibilities would be:

Voluntary Organisation – administering the scheme and setting up and running an Assessment Panel to make grant recommendations.

Council – setting broad funding priorities and making final grant decisions following recommendations from the Assessment Panel.

17. It has also been suggested that the scheme could be run on a Participatory Budgeting basis. However, it can be a resource intensive process and would need to be supported by adequate community development resources. A consultation process on the proposals needs to be undertaken before a final decision can be made and determining the best model for involving the community more in a city-wide small grant scheme would be part of the consultation.

RESOURCE/POLICY/FINANCIAL/LEGAL IMPLICATIONS:

18. The proposed budget would comprise:

Year	2013/14 £	2014/15 £	2015/16 £	Total £
Three year funding	1,608,568	1,495,968	1,391,250	4,495,786
One-off grants	100,000	93,000	86,490	279,490
Community Chest	50,000	50,000	50,000	150,000
Housing Revenue Acct	18,777	17,463	16,240	52,480
Total	1,777,345	1,656,431	1,543,980	4,977,756
Reduction from previous year	6.81%	6.8%	6.78%	

19. The council budget is set annually in February each year. Therefore the proposed budgets for 2014/15 and 2015/16 are provisional and are subject to budget setting in February of each year.
20. No immediate property implications are raised by this report. If, through the development of a grant supported initiative, a property issue is generated it will be subject to detailed consultation in the usual way.
21. The Council recognises its legal obligations with regard to equality and community safety in making its decision. The Equality and Safety Impact Assessment (EIA) conducted on the move to outcome-based commissioned grants has been updated and is attached to the Cabinet report.

OPTIONS and TIMESCALES:

22. The closing date for applications to the outcome-based Commissioned Grants Programme will be at the end of October. Cabinet will be requested to make decisions on awarding grants in January 2013.

Southampton City Council

**Commissioned Grants
Programme**

2013/14 to 2015/16

Prospectus

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1. Introduction

Southampton City Council would like to fund applications against outcomes derived from the Southampton Profile plus Infrastructure Support Services. The Southampton Profile is a single needs assessment for the city, incorporating and complementing statutory needs assessments such as the Joint Strategic Needs Assessment and Strategic Assessment on Community Safety.

The purpose of the Southampton Profile is to provide accurate, relevant and up-to-date information and a systematic assessment of the city. It informs collaborative work with partners and joint commissioning decisions and informs the priorities detailed in the Southampton Connect Plan. This in turn drives customer focused, effective and efficient services, resulting in an improvement in the quality of life for people in the city.

The Southampton Profile looks at where the city is now, where the city is likely to be in 5 years and the challenges the city is facing. It is these challenges that the Commissioned Grants Programme outcomes aim to meet.

For the purposes of Commissioned Grants Programme, outcomes for Infrastructure Support Services have also been added as these services are vital to ensure a thriving voluntary and community sector in the city.

The outcomes have been grouped into funding themes.

2. Types of grant available

Three year grants

It is expected that the majority of the Commissioned Grants will be three year grants. The first cycle will run from 1 April 2013 to 31 March 2016. Applicants can choose to apply for one, two or three years of funding under this scheme.

Whilst the council aims to award three year grants it may not be appropriate to do so in all cases and each application will be considered on a case by case basis. The council may offer two years or one year of funding instead. Reasons for not awarding three year grants may include financial viability and appropriate business planning.

One-off grants

A small portion of the budget will be set aside for one-off, one year grants of up to £10,000 to be awarded against the same outcomes as the three year grants. These grants will be available in between commissioning cycles to voluntary organisations who have not received a three year grant. Details of how to apply to this scheme will be available in February 2013.

The grant schemes are likely to be over-subscribed. In previous years the total amount requested in applications for the council's large grants was nearly double the available budget. To give your organisation the best chance please complete the application as thoroughly as possible and supply all the required supporting documents.

3. Standard grant criteria

Southampton City Council is keen to support the local voluntary and community sector by awarding grants to organisations and groups that meet the following criteria.

Applications will normally only be considered from voluntary groups and organisations that:-

Are properly constituted and can demonstrate that their practices and structures are representative of all relevant interests and are clearly accountable to users, beneficiaries and members.

Can demonstrate the proper conduct of their officers both general and financial and that they keep proper books of accounts together with full written records indicating how any grant monies are used.

Adhere to all equalities legislation and work in line with Southampton City Council's Equality Policy.

Are not wholly reliant on Southampton City Council grants and can demonstrate that they receive or are seeking funding from other sources.

Can demonstrate the involvement of volunteers in their activities.

Where appropriate, will agree to Southampton City Council nominee(s) on the managing body in an observer status.

Where appropriate a national or regional organisation can demonstrate that there is a specific benefit to Southampton which is not being offered by a local organisation.

Applications will normally only be considered towards projects and activities that:-

Meet the following Southampton City priorities:

1. More jobs for local people

e.g. better job opportunities and higher levels of employment for people in the area.

2. More local people who are well educated and skilled

e.g. providing the opportunity to gain a better education and develop skills, helping more young people access education, delivering employment or training opportunities and supporting higher levels of employment to benefit the economy.

3. A better and safer place in which to live and invest

e.g. reducing crime and Anti Social Behaviour and improving the public view of services. Providing housing and transport that meets the city's needs, providing a clean and safe environment by reducing problems such as litter and vandalism and meeting the city's commitment to reduce carbon.

4. Better protection for children and young people

e.g. better life chances for children in care and care leavers, safeguarding children and families, support for vulnerable people and encouraging them to become independent.

5. Support for the most vulnerable people and families

e.g. safeguarding children and families, providing support for vulnerable people and promoting long term independence.

6. Reducing health inequalities

e.g. supporting better health for everybody in the city, encouraging people to be active, supporting volunteering and community action and supporting higher levels of employment.

Demonstrate innovative approaches to meeting the needs of the residents of Southampton.

Contribute to the delivery of any of the Southampton Partnership Key Priorities and/or any other council or partnership strategies or priorities.

Are of direct benefit to the residents of Southampton. Groups whose activities extend beyond the boundaries of the City or who provide services to people who are not resident in Southampton will be expected to seek contributions from funding sources in those areas that benefit from their work.

Complement and support and do not duplicate Southampton City Council and other services, strategies and plans including commissioning strategies.

Religious organisations are welcome to apply towards the costs of **community** projects.

Applications will not normally be considered:-

Towards religious or political activities, i.e. activities where the key purpose is to promote a religious or political doctrine, mission or another form of proselytising.

For work or events that have already taken place or for equipment that has already been purchased or building works which have been completed.

For core funding from groups and organisations whose activities fall within the responsibility of another public body e.g. Health. However, contributions to jointly funded projects may be considered.

For core funding from groups and organisations whose activities fall within the responsibility of schools to fund. However, contributions to jointly funded projects may be considered.

From organisations with sufficient free reserves not held for a specific purpose to cover 12 months running costs. (Free reserves are funds controlled by the organisation and do not include restricted funds provided for a certain purpose).

Towards vehicles unless they are part of a community transport scheme or mobile resource centre. Applications will only be considered for individual organisations if they cannot access community or shared transport. Applicants will need to demonstrate that any vehicle funded by Southampton City Council will be properly maintained and insured and used often and regularly.

From recently formed organisations for large grants. It is suggested that recently formed organisations first consider the council's small grant scheme, Community Chest.

From groups and organisations that have unsuccessfully tendered for the same project/work as a contracted service (either to the council or anyone else).

This relates to the specific project/work funding is being requested for.

To subsidise contracts (whether with the council or anyone else).

For large capital projects

As a general rule Southampton City Council will not fund:-

- individuals
- trips
- holidays and expeditions

4. Outcomes

All applicants are expected to make a contribution to at least **one** of the following outcomes. The outcomes have been grouped into funding themes. The council expects to receive a range of applications including some that only meet one outcome, some that meet several outcomes within a funding theme and some cross-cutting applications meeting several outcomes across two or more funding themes.

Each outcome has been given a code to make it easier to refer to in the application form.

1 – Skills, education and jobs for local people

Code Outcome

- 1-A Local people have higher levels of skills and employment leading to increased economic activity and employment rates in the city.
- 1-B Increased number of young people participating in education, employment or training
- 1-C Increased number of young people achieving 5 A*-C GCSEs
- 1-D Increased school attendance
- 1-E Increased number of not for profit businesses starting up in the city

2 – A better and safer place in which to live and invest

Code Outcome

- 2-A Reduced carbon emissions in the city, through increased bus use, energy efficiency, etc.
- 2-B Reduced amounts of overall household waste
- 2-C Reduced levels of repeat victimisation
- 2-D Reduced levels of physical disorder, such as broken windows, graffiti or litter, and ASB in areas of multiple deprivation
- 2-E Improved public perception of crime and ASB in the city.
- 2-F Reduced risk of young men aged 16-24 being victims of crime
- 2-G Reduced risk to women of serious physical harm or death through domestic violence.

3 – Better protection for children and young people

Code Outcome

- 3-A Improved life chances for children in care and care leavers, particularly increased participation in education, employment or training
- 3-B Reduced levels of child poverty in the city
- 3-C Increased individual resilience and personal aspiration

4 – Supporting the most vulnerable people and families

Code Outcome

- 4-A Reduced alcohol consumption
- 4-B Vulnerable people better supported and a consequent reduced demand on both health and social care services as a result of the ageing population

- 4-C People enabled to stay independent, socially engaged and physically active
- 4-D Vulnerable people and families are supported through the Welfare Benefit changes
- 4-E Strengthened parent and child relationships and increased resilience within the family
- 4-F Reduced levels of household poverty

5 – Reducing health inequalities

Code Outcome

- 5-A Reduced health inequalities between different parts of the city
- 5-B Reduced health inequalities between men and women
- 5-C Increased physical activity across the lifespan, particularly in childhood to create a healthy active blueprint for life

6 – Infrastructure Support Services

The council recognises that a prerequisite for a thriving voluntary and community sector in the city is access to high quality infrastructure support services.

Code Outcome

- 6-A Local voluntary and small community groups are supported, including new groups given support to start up. All groups have better governance, have access to and are supported through training, have help finding funding and making effective use of resources.
- 6-B Volunteers, trustees and staff of local voluntary and small community groups have improved knowledge, skills and confidence, leading to raised standards.
- 6-C Stronger links between local voluntary and small community groups and agencies such as local authorities and health agencies, leading to groups being better heard and policy makers better understanding the needs of groups. Agencies are supported when conducting consultation with local voluntary and small community groups.
- 6-D Greater understanding of the needs of disadvantaged and under-represented communities through the promotion of equality and diversity. Local voluntary and small community groups are supported to better articulate the needs of disadvantaged and under-represented communities and the most vulnerable people.
- 6-E Local voluntary and small community groups are supported to come together to share ideas and intelligence and address issues of common concern and are better connected and able to work together more efficiently.
- 6-F Increased number of volunteers and volunteering opportunities.

5. Timetable

31 August 2012	Grant scheme opens for applications
26 October 2012	Deadline for applications
02 November 2012	Preliminary assessment completed
November/December 2012	Applications appraised
Mid-December 2012	Applicants notified of initial officer recommendations
29 January 2013*	Cabinet decision meeting
01 April 2013	New grants start

* Cabinet meeting dates are subject to change. Applicants will be kept informed of any changes.

6. Joint applications

Joint applications from two or more voluntary organisations working in partnership are welcome. The lead applicant will need to take responsibility for the application and the grant if successful. Voluntary organisations wishing to submit a joint application are recommended to have a partnership agreement to ensure each party's responsibilities are clear and there is agreement how any grant money will be divided.

7. Transfer of Undertakings (Protection of Employment) Regulations (TUPE)

Work of a similar nature may currently be undertaken by an independent organisation. The council does not know and has no view as to whether TUPE may apply as between any current provider of these similar services and any other provider the council may select to provide this service. It is up to each applicant to reach its own view on this and if necessary to make enquiries of the present funded organisation.

Funding applicants should contact the Communities team for details of the organisation providing similar services.

You are expected in pricing your funding application to make your own allowances for and accept the risk of fluctuations in your staffing availability or requirements. The council will not accept any funding application in which your pricing varies according either to the number, identity or pension status of the staff you require to perform the Grant Agreement or to any changes in your wage rates except so far as they may be reflected directly or indirectly in any method provided in the Grant Conditions for an annual review of your prices.

TUPE and the expiry of this grant

The council cannot and does not propose to commit itself as to:

- what will be its service requirements after this Grant Agreement has expired,
- what arrangements it may propose to make to fund the service, or
- what legislative regime will be at that time either as to funding of services or transfer of staff.

It therefore will not enter into any commitment as to what might happen to the successful funding applicant's staff at the expiry of the Grant Agreement.

8. Payment Schedule

Grants are paid in instalments based on the value of the grant per year. The payment schedule each year is:

Up to £10,000 – one payment, first week of April

£10,000 to £50,000 – two payments, first week of April and 1 October

£50,000 to £100,000 – either two or four payments, to be decided on a case by case basis dependent on track history

Over £100,000 – four payments, first week of April, 1 July, 1 October and 1 January

9. Monitoring Schedule

All grant recipients are expected to complete regular monitoring forms. How often these are required is based on the total value of the grant. The monitoring schedule is designed to fit in with the payment schedule and monitoring forms are sent to recipients approximately 3 weeks before the report is due. Where dates fall on a weekend or bank holiday the monitoring report will be due on the next working day.

Up to £10,000 – one, annual report, due 31 May.

£10,000 to £50,000 – two reports, due 31 August and 31 May

£50,000 to £100,000 – either two or four reports, to be decided on a case by case basis dependent on track history

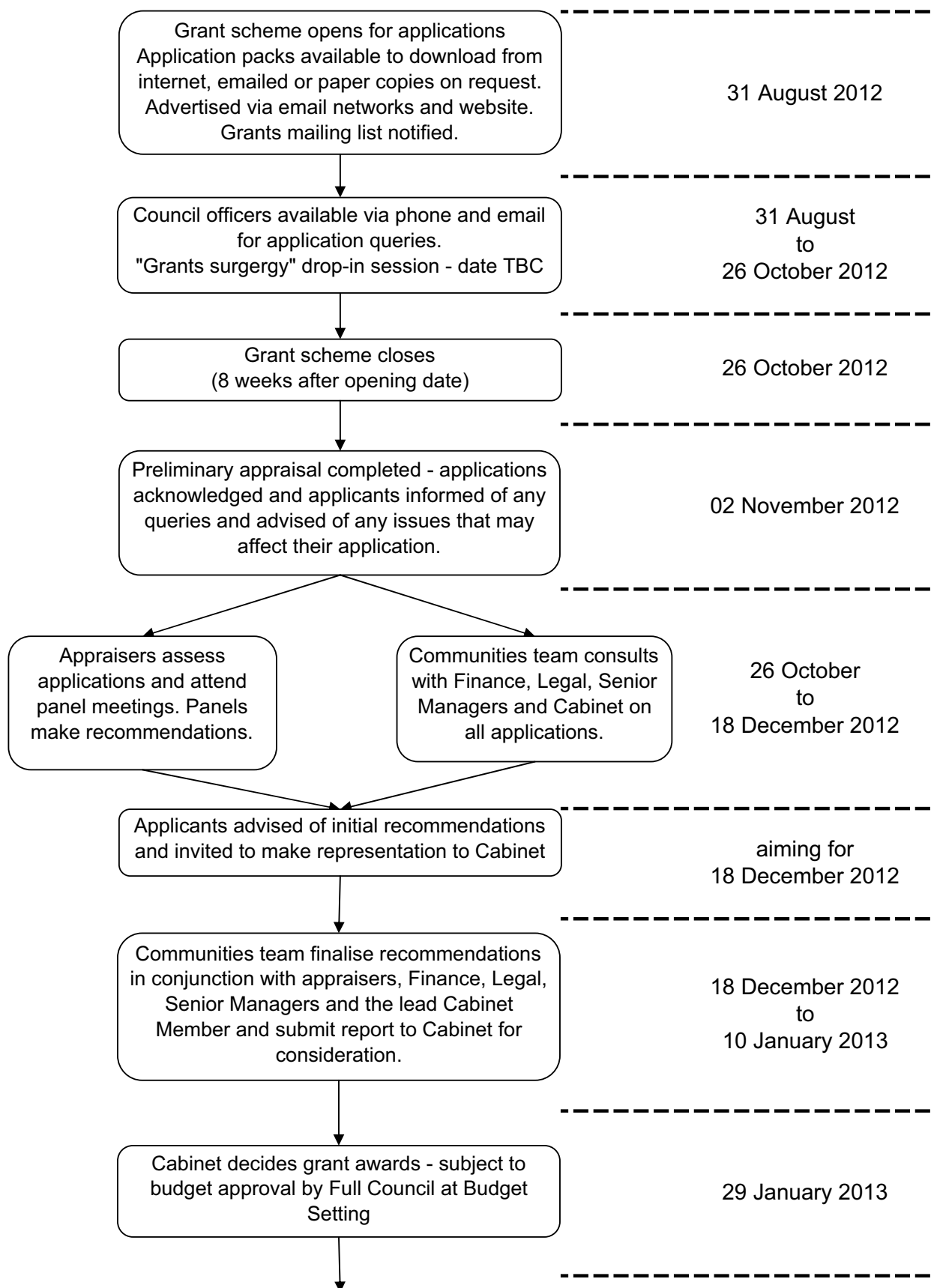
Over £100,000 – four reports, due 31 May, 31 August, 30 November and 28 February

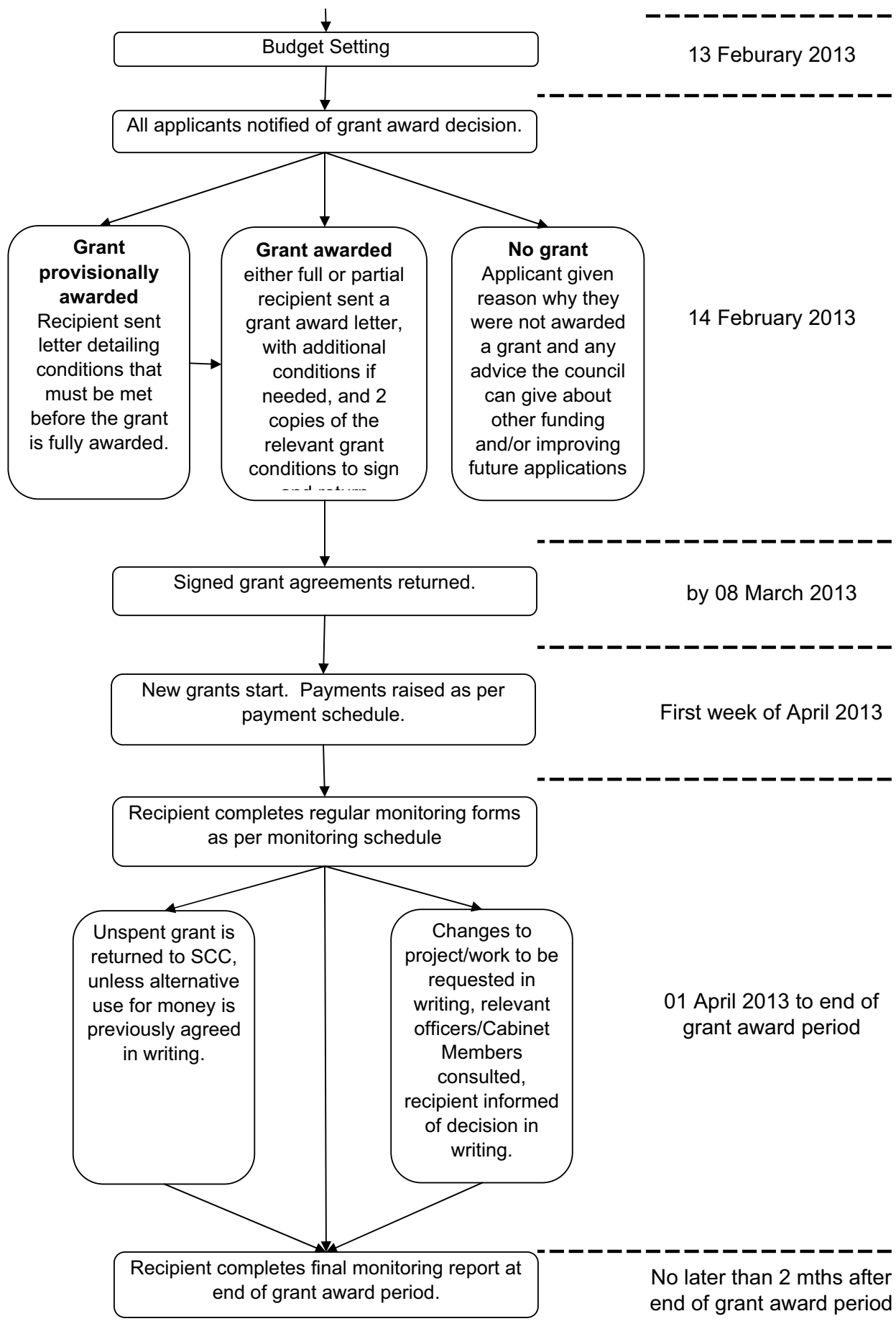
For all grants the 31 May report each year will include a year end report for the previous year. There will be an additional report due 31 May after the end of the grant award period for the final year end report. Though the monitoring is largely done through written forms the council reserves the right to meet with any grant recipient at a time agreed by both parties.

10. Application form guidance

Guidance notes to assist applicants with completing the application form and financial appendix are being prepared following feedback received during consultation. The guidance notes will be available when the three year funding grant scheme opens for applications.

Application Process Flowchart - Three Year Funding

2013/14 to 2015/16
dates*



*Please note these dates are provisional and are subject to change. Applicants will be kept informed of any changes.

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Formal notice timetable and plan

Date	Action
2012	
21 August	Cabinet decision on giving formal notice
22 to 30 August	Decision 'call-in' period
31 August	Formal notice letters issued to existing grant recipients, as listed in Appendix 1 of 2012/13 Grants to Voluntary Organisations report, 13 February 2012. Letters to provide details of how to apply to the new Commissioned Grants Programme. They will also highlight in particular the need for information on impact, including Equalities impact, to ensure Cabinet is able to make an informed decision about grant awards in January 2013.
31 August	Commissioned Grants Programme – Three Year Funding, open for applications Application form includes questions on impact of part funding or not funding requested grant on organisation, services users and people with protected characteristics as defined by the Equalities Act 2010.
31 August to 26 October	Regular reminders of application process, deadlines and how to get support.
Early October (date tbc)	Grant application surgery – drop-in session for potential applicants to get advice and support on applications.
26 October	Deadline for applications to Commissioned Grants Programme – Three Year Funding.
02 November	Preliminary assessments completed, applicants notified of any potential issues with their application that they need to be made aware of, e.g. a large volume of applications overall or multiple applications for the same area of work.
26 October to 18 December	Applications appraised. Applicants may be contacted to clarify information given in their application form during this time.
18 December, approx	Applicants notified of initial grant recommendations, invited to provide information on impact of recommendation.
2013	
29 January	Cabinet decision on grant awards, subject to budget approval by Full Council at Budget Setting.
13 February	Budget Setting (Full Council)
01 April	New grants begin

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SUBJECT: LOCAL COUNCIL TAX SUPPORT SCHEME
DATE: 16 AUGUST 2012
RECIPIENT: OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

THIS IS NOT A DECISION PAPER

SUMMARY:

Cabinet is scheduled to consider the report of the Cabinet Member for Resources on 21st August 2012 seeking approval for a draft Local Council Tax Support Scheme for Southampton that can then proceed to formal consultation. This briefing paper provides information on the recommendations contained in the Cabinet report.

BACKGROUND and BRIEFING DETAILS:

1. The Welfare Reform Act abolishes both Housing Benefit (which will gradually be replaced by Universal Credit) and Council Tax Benefit (CTB). The Local Government Finance Bill, which is currently working its way through Parliament, provides for the introduction of local Council Tax Support (CTS) schemes as a replacement for CTB to be administered by Local Authorities from 1st April 2013.
2. The council has 24,100 CTB claims. Of these 15,000 are working age. This means that approximately 15% of all households in Southampton will be affected.
3. CTB has previously been fully funded by the Department for Work and Pensions. However, under the new arrangements, that funding will be reduced by 10% based on anticipated expenditure in 2013/14. In Southampton this reduction is expected to be around £1.9 million although the final figure is not yet known.
4. There is the option to implement a local scheme which does not pass on this funding cut to those currently eligible for CTB. However, the cost of this protection would fall on the General Fund and either be borne by council tax payers, or reduce the funding available for other services. These are seen as unacceptable alternatives.
5. The council is not permitted to reduce Council Tax Support for people of pensionable age. The Government is retaining default national rules for pensioners with eligibility and rates defined in broadly similar regulations as those for CTB. This means that any reductions in support to enable a scheme to be self-funding have to fall disproportionately on people of working age.
6. In designing schemes for people of working age, the Government has reminded authorities of their statutory responsibilities, including the Equality Act 2010; the Child Poverty Act 2010; the Armed Forces covenant and the Housing Act 1996.
7. To avoid undesirable impacts on other services Cabinet is recommended to accept a draft Southampton Council Tax Support Scheme that is designed to be self-funding. In achieving this aim we have taken into account: -
 - the reduced Government funding; an allowance for a potential increase in Council Tax of up to 3.5%;

- an allowance for a reduced council tax collection rate as more money is to be collected from the poorest households in Southampton and
- an allowance for increased take up due to the additional publicity surrounding the new scheme.

For each of these factors we do not yet have actual figures and have worked on best estimates.

8. Consideration has been given to whether there should be protection from the scheme changes for individuals or groups (other than people of pensionable age who are already protected by the legislation). If the fundamental principle of the scheme being self-funding is maintained, then any protection given must inevitably result in a reduction in the support given to other claimants.
9. The only group protected in the proposal are those in receipt of a war pension or war widows pension (or an equivalent benefit). Currently the Council exercises its discretion to disregard some income for this group and this will continue and their level of support will be maintained.
10. The proposed Southampton Council Tax Support Scheme recommended to Cabinet is formally set out in Appendix 1 to the Cabinet report, but is in brief:
 - The level of support will be calculated in accordance with the Government default scheme but then reduced by 25% so as to achieve the self-funding.
 - Claimants in receipt of a war pension or war widows pension will have that income disregarded and will not have their discount reduced by the 25%. They will therefore be unaffected by the introduction of the new scheme.

There will also be a discretionary fund to ensure that the most vulnerable can access additional support in exceptional circumstances.

RESOURCE/POLICY/FINANCIAL/LEGAL IMPLICATIONS:

11. The scheme itself is designed to be self-funding through reductions in the discounts granted compared to Council Tax Benefit currently awarded. However there are some risks that are acknowledged. These are:
 - The potential for an increased caseload due to the economic climate. DCLG projections are that caseload will be reducing over the next few years as the effects of the recession recede. This is far from certain and, as a contingency, it has been assumed that the number of people entitled will remain static. However the possibility that the recession will deepen remains.
 - The potential for increased take-up. Council Tax Benefit is the most under-claimed benefit, particularly amongst pensioners. The publicity around this change may result in an increase in claims. It is difficult to project what this may mean but as a contingency an increase in caseload has been assumed.
 - A reduction in the council tax collection rate. The amount that must be paid by some of the poorest people in our community will be increase and many people will be asked to pay council tax for the first time. There is no way to know for sure how much of this additional debt will be collectable.

12. The DCLG has awarded an implementation grant of £83,000 to all authorities to assist with implementation costs and a further grant is expected in future, although the amount is not yet known. Based on past experience, it is currently anticipated that our implementation costs will be covered by these grants, subject to the design of the final scheme adopted.
13. There are not expected to be any property implications for the Council.
14. The reduction in income of a substantial proportion of the poorest households in Southampton is likely to impact on some of the plans and strategies that make up the Policy Framework in ways that are difficult to anticipate in advance. For example, the Children and Young People's Plan has as a priority "we will significantly reduce the number of children and young people living in poverty". The change from CTB to CTS is likely to be detrimental to that aim.

OPTIONS and TIMESCALES:

15. Given the tight timescales for implementation, and the facts that legislation is not yet in place and guidance is still being received, it is necessary to allow for some flexibility in the design of the scheme and in the consultation, which is achieved by a recommendation to allow an appropriate delegation to the Head of Finance and IT in consultation with the Cabinet Member for Resources.
16. The Council must adopt a CTS scheme by the end of January 2013 (if it fails to do then a "default" scheme is imposed by the DCLG which is effectively the same as the current CTB scheme) and a special meeting will be arranged for this. Before then it must consult major preceptors (for Southampton this is the Police and Fire and Rescue authorities), publish a proposed scheme and consult other people it considers are likely to have an interest in the operation of the scheme. Informal consultation with the Police and Fire and Rescue Authorities has already started and this will be formalised prior to the scheme being published. Wider consultation will then commence and a period of 12 weeks will be allowed for this part of the process.
17. Following the consultation process the Head of Finance and IT, in consultation with the Cabinet Member for Resources, will amend the draft scheme as necessary taking account of:
 - The consultation responses received;
 - The Equalities Impact Assessment;
 - The latest information from the DCLG on the funding to be provided;
 - Any amendments made to relevant legislation;
 - The best available estimates of caseload and collection rate.
 - The anticipated increase in Council Tax (if any).
 - Any upratings of welfare benefits proposed by the Government which take effect on or after 1st April 2013.

The revised scheme will then be considered at the special Council meeting in January 2013.

18. The timescale allowed for the implementation of CTS is very challenging. Designing a complex scheme is risky and in any event our software suppliers (in common with the rest of the market) have been clear that a scheme that departs substantially from the current CTB rules cannot be implemented in time. The recommended Southampton scheme has therefore been designed to be as straightforward as possible to implement and is closely based on the existing Council Tax Benefit scheme by using the DCLG default scheme as its basis.
19. A number of alternative options were considered when developing the proposal and these are included in the report to Cabinet as an appendix. Each was rejected for one of the following reasons:
- Introducing unacceptable inequalities in their impact.
 - Reducing the incentive to work or save.
 - Bringing additional financial risks.
 - Resulting in additional administration.

Appendices/Supporting Information:

None

Further Information Available From:	Name:	Paul Medland
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Agenda Item 9

DECISION-MAKER:	OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE
SUBJECT:	SCRUTINY REVIEW PROGRAMME 2012/13 - TERMS OF REFERENCE
DATE OF DECISION:	16 th AUGUST 2012
REPORT OF:	SENIOR MANAGER – CUSTOMER AND BUSINESS IMPROVEMENT
STATEMENT OF CONFIDENTIALITY	
None	

BRIEF SUMMARY

At the July 2012 meeting of the Overview and Scrutiny Management Committee members agreed a scrutiny review programme for 2012/13 and requested that officers develop draft terms of reference for the selected reviews.

Appended to the report are draft terms of reference for the Welfare Reforms Review and the Apprenticeships Review. Members are asked to consider and approve the appendices to enable the Scrutiny Panel's to undertake the reviews, commencing with the Welfare Reforms Review.

RECOMMENDATION:

- (i) That the Committee consider and approve the attached draft terms of reference for the Welfare Reforms Review and the Apprenticeships Review.
- (ii) That authority is delegated to the Senior Manager – Customer and Business Improvement, in consultation with the Chair of Scrutiny Panel B, to develop the review programme for the Apprenticeships Review.

REASONS FOR REPORT RECOMMENDATIONS

1. To enable the Scrutiny Panel's to commence the review programme.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

2. None.

DETAIL (Including consultation carried out)

3. At the 12 July 2012 meeting of this Committee members agreed that the review programme, to be undertaken by Scrutiny Panels A and B, would comprise reviews into Welfare Reforms and Apprenticeships.
4. Attached as Appendix 1 and Appendix 2 are draft terms of reference for the aforementioned reviews. It is proposed that the Welfare Reforms Review, to be undertaken by Scrutiny Panel A, commences in October 2012 and finishes in March 2013, and that the Apprenticeships Review, to be undertaken by Scrutiny Panel B, commences in April 2013 and concludes in August 2013.
5. The attached draft terms of reference outline the proposed purpose and objectives for each of the reviews. The Welfare Reform Review plan is more developed in recognition that it is scheduled to commence in October 2012. The Apprenticeships Review plan needs to be developed further but as it is not due to start until April 2013 it enables developments in the interim period

to be incorporated into the review plan. It is recommended that authority be delegated to the Senior Manager – Customer and Business Improvement, in consultation with the Chair of Scrutiny Panel B, to develop the review programme for the Apprenticeships Review.

6. The Committee are asked to consider and approve the draft terms of reference to enable Scrutiny Panel A to commence the Welfare Reforms Review and for officers to schedule appropriate guests to attend the soon to be scheduled meetings.
7. The final report and recommendations of the Scrutiny Panel will be considered by the OSMC prior to Cabinet to ensure that the review has met the agreed terms of reference set by this Committee.

RESOURCE IMPLICATIONS

Capital/Revenue

8. There are no additional financial implications arising from the approval of the reports recommendations.

Property/Other

9. None

LEGAL IMPLICATIONS

Statutory power to undertake proposals in the report:

10. The duty to undertake overview and scrutiny is set out in Section 21 of the Local Government Act 2000 and the Local Government and Public Involvement in Health Act 2007.

Other Legal Implications:

11. None.

POLICY FRAMEWORK IMPLICATIONS

12. None.

AUTHOR:	Name:	Mark Pirnie	Tel:	023 8083 3886
	E-mail:	Mark.pirnie@southampton.gov.uk		

KEY DECISION? No

WARDS/COMMUNITIES AFFECTED:	None directly as a result of this report.
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SUPPORTING DOCUMENTATION

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

Appendices

1.	Draft Terms of Reference – Welfare Reforms Review
2.	Draft Terms of Reference – Apprenticeships Review

Documents In Members' Rooms

	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.	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)
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	None	
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Agenda Item 9

Draft Terms of Reference – Welfare Reforms Review Appendix 1

1. Scrutiny Panel: Scrutiny Panel A

2. Membership:

- a. Councillor Claisse
- b. Councillor Morrell
- c. Councillor Mintoff
- d. Councillor Thomas
- e. Councillor Daunt
- f. Councillor Vinson
- g. Councillor Whitbread

3. Purpose:

- Understand the timetable of welfare reforms and how the local impact can be assessed as part of council decision making.
- Consider duties and responsibilities under the new legislation and identify opportunities for the co-ordination of current and future service delivery
- Identify opportunities for policy development, with a particular focus on helping people into employment and tackling family breakdown

4. Background:

The Welfare Reform Act (2012) represents the biggest change to the welfare benefit system in 60 years. The welfare reforms are being implemented nationally with the aim of creating a simpler and fairer system and creating the right incentives to assist more people into work. The reforms cover a whole spectrum of welfare and housing benefits and will pave the way for the introduction of Universal Credit, which will replace means-tested benefits for people of working age from October 2013.

The Welfare Reform Act (2012) also brings changes to the way benefits currently administered by local authorities. It abolishes both Housing Benefit (which will gradually be replaced by Universal Credit) and Council Tax Benefit (CTB). It also devolves key functions of the discretionary Social Fund to local authorities.

The Welfare Reforms may be beneficial to some residents, but there are others who may experience reductions in support and increased financial hardship. Poverty is a multilayered and complex issue and relating it to income is too simplistic. Living in poverty is more than just living on a low income. It impacts on health, housing, education and skills, self-esteem, the ability to participate in social activities and longer term life chances. It is likely that welfare reforms will impact on some of the most deprived areas of the city as they have higher levels of benefit claimants.

The timetable of reforms is taking place during a time of general austerity and reduction in local authority spending. Due to the scale of the changes, it is important to consider the potential impact on residents, voluntary and statutory services and the potential financial impact on the local economy. Having a joined up approach to policy from local agencies is critical.

5. Objectives:

- To understand the national strategic and legislative framework.
- To understand the scale and timetable of the national welfare reforms.
- To understand the changes the Welfare Reform Act brings to the way benefits are administered locally.
- To understand the current and future cumulative impact of the reforms and consider residents experiences.
- To clarify the role of council and key partners in communicating the changes to residents.
- To consider how the context of welfare reforms can impact on future council decision making.
- To consider policy responses to these national changes. Key areas of policy investigation should consider measures that might further incentivise people into work and minimise disincentives to work, for instance considering the issue of childcare, measures that will assist in tackling family breakdown, and mitigating possible adverse impacts on vulnerable people and ensuring appropriate transition arrangements and advice. As well as looking at the context of welfare reform, consideration should be given to the National Work Programme and to the Troubled Families agenda.

6. Methodology:

The national framework and timetable of the reforms:

- Overview of the national strategic and legislative framework.
- Outline of timetable of national and local changes.
- Model examples of impacts on a selection of household types.
- Review and representation of government and national third sector perspectives.

Analysis of local impacts:

- Trend analysis of local claimant data.
- Feedback from Southampton City Council services, key partners and local organisations, including case study examples of the impacts on households in Southampton
- Visits/meetings with departments, services and organisations engaged in frontline support to residents affected by the reforms.
- Impact assessments on Localisation of Council Tax Benefit and Social Fund Transition.
- Analysis of future impacts on services and households.
- Identification of gaps and issues.

Engaging with partners:

- Feedback from Southampton Connect – Gateway to a Better Future and Fairer Southampton projects.
- Feedback from Southampton Anti-Poverty Network and frontline services.

Best practice:

- Best practice examples from a range of local services and other local authorities.
- Links to local strategies, plans and future initiatives.

7. Welfare Reforms Review Programme: (Subject to availability of guests)

- October 2012 **An overview of the national Welfare Reforms:**
Setting the Scene: The policy context and timetable for change.
Speakers: Representation from national organisations (i.e. DWP and possibly a national Third Sector poverty organisation).
Cabinet member for Communities, Cllr Rayment
- November 2012 **Southampton and the Impact of the Welfare Reforms:**
An analysis of the current and future impacts of the welfare reforms on local residents and wider economy.
Speakers: Representation from research body i.e. Centre for Social Justice or the Institute for Public Policy Research (IPPR).
- December 2012 **Local Service Perspectives – Challenges & Opportunities:**
An overview on the current and future impact of the welfare reforms from key anti-poverty services and residents perspective. Future challenges and potential opportunities for alignment of new initiatives (i.e. Troubled Families, Social Fund Transition and the Work Programme).
Speakers: Representation from local advice services, Job Centre Plus, one of the two work programme primary contractors for the South East, anti-poverty service providers/network, new initiatives.
- January 2013 **Overview of good practice locally and nationally:**
What do we do well as a city, what can we learn from others?
Speakers: Representation from local projects and initiatives (i.e. Southampton Connect: Gateway to a Better Future – communicating the reforms, WFS in SSCC – national child poverty pilot / Wheatsheaf Trust / City Limits). Representation from Local Authorities (tbc).
- February 2013 **Workshop: Welfare Reforms**
Local responses and recommendations.
Attendees: TBC.
- March 2013 **Final Report**

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Draft Terms of Reference: Apprenticeships Review

1. Scrutiny Panel: Scrutiny Panel B
2. Membership:
 - a. Councillor Paffey (Chair)
 - b. Councillor Kaur
 - c. Councillor Furnell
 - d. Councillor Shields
 - e. Councillor Baillie
 - f. Councillor Norris
 - g. Councillor Turner
3. Purpose:

To examine the Southampton Apprenticeship Action Plan and consider how the number of high quality Apprenticeships in Southampton can be increased.
4. Background:
 - a. The Council introduced the Southampton Apprenticeship Action Plan at the start of the 2012/13 academic year, in partnership with the National Apprenticeship Service (NAS) and Southampton Skills Development Zone (SSDZ), to generate Apprenticeship growth in the city.
 - b. Southampton has seen an increase in the number of residents starting Apprenticeships. NAS data for 2011/12 shows 1,493 residents, across all ages, started an apprenticeship in-year, 13% higher than the previous year. However, this is below regional and national growth rates, at 20% and 17% respectively.
 - c. The number of young people in Southampton aged 16-18 starting Apprenticeships is not consistent with overall growth figures. NAS data for 2011/12 shows 354 young people started an apprenticeship in-year, 4% lower than the previous year. Regional and national growth rates for 16-18 year olds stand at 4% and 2% respectively.
 - d. The Government is increasing the age to which all young people must continue in education or training, requiring them to continue until the end of the academic year in which they turn 17 from 2013, and until their 18th birthday from 2015. With effect from September 2013, Raising of the Participation Age (RPA) will significantly increase the demand for Apprenticeship opportunities from young people in Southampton. The Council has a duty to secure sufficient suitable education and training provision for all young people as part of RPA.
5. Objectives:
 - a. To examine the work already delivered by the Council and its partners to generate Apprenticeship growth in the city
 - b. To examine the impact of Apprenticeships on the city economy

- c. To examine ways to significantly increase the numbers of Apprenticeships in Southampton, particularly for 16-18 year olds, to figures above regional and national averages.
6. Methodology and Consultation:
 - a. Undertake desktop research, including national policy and activity
 - b. Identify and consider best practice
 - c. Seek stakeholder views
 - d. Conduct interviews with cabinet members leading on issues relating to education, employment and skills, Executive Director for Environment and Economy, Senior Managers and other relevant officers
 7. Proposed Timetable: 5 meetings from April - August 2013.
 8. Review Programme to be developed.

DECISION-MAKER:	OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE
SUBJECT:	MONITORING SCRUTINY RECOMMENDATIONS TO THE EXECUTIVE
DATE OF DECISION:	16 th AUGUST 2012
REPORT OF:	SENIOR MANAGER – CUSTOMER AND BUSINESS IMPROVEMENT
STATEMENT OF CONFIDENTIALITY	
None	

BRIEF SUMMARY

This item enables the Overview and Scrutiny Management Committee to monitor and track progress on recommendations made to the Executive at previous meetings.

RECOMMENDATIONS:

- (i) That the Committee considers the responses from Cabinet Members to recommendations from previous meetings and provides feedback.

REASONS FOR REPORT RECOMMENDATIONS

1. To assist the Committee in assessing the impact and consequence of recommendations made at previous meetings.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

2. None.

DETAIL (Including consultation carried out)

3. Appendix 1 of the report sets out the recommendations made to Cabinet Members at previous meetings of the Overview and Scrutiny Management Committee. It also contains summaries of any action taken by Cabinet Members in response to the recommendations.
4. The progress status for each recommendation is indicated and if the Overview and Scrutiny Management Committee confirms acceptance of the items marked as completed they will be removed from the list. In cases where action on the recommendation is outstanding or the Committee does not accept the matter has been adequately completed, it will be kept on the list and reported back to the next meeting. It will remain on the list until such time as the Committee accepts the recommendation as completed. Rejected recommendations will only be removed from the list after being reported to the Overview and Scrutiny Management Committee.

RESOURCE IMPLICATIONS

Capital/Revenue

5. None

Property/Other

6. None

LEGAL IMPLICATIONS

Statutory power to undertake proposals in the report:

7. The duty to undertake overview and scrutiny is set out in Section 21 of the Local Government Act 2000 and the Local Government and Public Involvement in Health Act 2007.

Other Legal Implications:

8. None.

POLICY FRAMEWORK IMPLICATIONS

9. None.

AUTHOR:	Name:	Mark Pirnie	Tel:	023 8083 3886
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KEY DECISION? No

WARDS/COMMUNITIES AFFECTED:	None directly as a result of this report.
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SUPPORTING DOCUMENTATION

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

Appendices

1.	Monitoring Scrutiny Recommendations – 16 th August 2012
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Documents In Members' Rooms

	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.	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)
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	None	
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Overview and Scrutiny Management Committee: Holding the Executive to Account

Scrutiny Monitoring – 16th August 2012

Date	Portfolio	Title	Action proposed	Action Taken	Progress Status
12:07:12	Children's Services	Safeguarding Children	That the Cabinet Member considers every available option to recruit experienced social workers, not just relying on a single recruitment event	Southampton hosted a successful recruitment campaign on 16 July. This resulted in over 70 applications, mainly from newly qualified social workers and a few (8) interviews are scheduled for 6 August. HR and Safeguarding are exploring the recruitment of experienced social workers from overseas; this approach was used successfully in 2010. Unfortunately 6 have resigned due to changes in their terms and conditions. Safeguarding have set up a monthly interviewing process to ensure that no experienced social worker wishing to work in Southampton has to wait to be interviewed. The Director of Children's Services and Learning and the Chief Executive are considering a recruitment and retention scheme which will further assist recruitment. The Communication team are responsible for working with Safeguarding on a recruitment micro-site to improve this process. Learning from the work undertaken by Teach Southampton will be used where appropriate. Two Principal Officers have been appointed to fill the vacancies.	To be considered by the OSMC at future discussions with the Cabinet Member in October and January.
			That the Safeguarding budget is ring fenced for 2013/14	The cabinet member is considering a range of ways to ensure effective safeguarding capacity whilst also moving some investment into preventative services. It may be premature to ring-fence this budget as there is a need to reconfigure Children's Services for vulnerable families. The long term aim of the administration is to enable early intervention to keep families together and reduce the high numbers of children looked after.	To be discussed when the OSMC considers the Administrations 2013/14 budget proposals.

Date	Portfolio	Title	Action proposed	Action Taken	Progress Status
			That the Cabinet Member communicates with Safeguarding staff to ensure that social workers feel valued and motivated	The cabinet member will attend Safeguarding conferences to listen to staff. The first of these was on 3 rd July and social work staff worked on “messages” for the cabinet member. These are with the cabinet member and work is beginning to implement some of staff suggestions. Conferences are held regularly. The cabinet member is visiting teams throughout the Safeguarding service to ensure that social workers feel valued and are motivated. The cabinet member demonstrates her commitment to staff and children looked after through chairing the Corporate Parenting Committee and has recently written to all our Children Looked After.	To be considered by the OSMC at future discussions with the Cabinet Member in October and January.
12:07:12	Resources	Changes to existing revenue and capital budgets	That the Cabinet Member revisits Capita’s contribution to the Council’s savings target prior to the next budget being set	To be updated at the 16 August meeting of the OSMC	
			That the Cabinet Member requests details of the Capita Partnership’s Senior Managers pay levels and circulates to OSMC	To be updated at the 16 August meeting of the OSMC	
			That the Cabinet Member ensures that information is in the public domain in sufficient time to scrutinise the mini budget before Council consideration in September	To be updated at the 16 August meeting of the OSMC	