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OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

Thursday, 10th October 2013
at 5.30 pm

Council Chamber - Civic Centre

This meeting is open to the public

Members

Councillor Moulton (Chair)
Councillor Vinson (Vice-Chair)
Councillor Chaloner
Councillor Fitzhenry
Councillor Hammond
Councillor Hannides
Councillor Keogh
Councillor Mintoff
Councillor Morrell
Councillor Stevens

Appointed Members

Mr T Blackshaw, The Church of England (Dioceses
of Winchester & Portsmouth)
Mrs U Topp, (Roman Catholic Church)
Vacancies

- Primary Parent Governors Representative;
and
- Parent Governor Representative

Contacts

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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:

- **Economic:** Promoting Southampton and attracting investment; raising ambitions and improving outcomes for children and young people.
- **Social:** Improving health and keeping people safe; helping individuals and communities to work together and help themselves.

- **Environmental:** Encouraging new house building and improving existing homes; making the city more attractive and sustainable.
- **One Council:** Developing an engaged, skilled and motivated workforce; implementing better ways of working to manage reduced budgets and increased demand.

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 2013/14

2013	2014
20 May	16 January
13 June	13 February
11 July	13 March
15 August	10 April
12 September	
10 October	
14 November	
12 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 PECUNIARY INTERESTS

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

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 12th September 2013 and to deal with any matters arising, attached.

7 PORT OF SOUTHAMPTON

Report of the Director of Environment and Economy outlining planning policies and powers in relation to the Port of Southampton, attached.

8 FORWARD PLAN

Report of the Head of Communities, Change and Partnerships detailing items requested for discussion from the current Forward Plan, attached.

- a) Forward Plan Briefing Paper - Establishment of Integrated Commissioning Unit for SCC People Directorate and Southampton City Clinical Commissioning Group
Briefing paper detailing the issues relating to the forthcoming Cabinet Decision "Establishment of Integrated Commissioning Unit for SCC People Directorate and Southampton City Clinical Commissioning Group", attached.
- b) Forward Plan Briefing Paper - Feasibility Work for Thornhill District Energy Scheme
Briefing Paper detailing the issues relating to the forthcoming Cabinet Decision "Feasibility Work for Thornhill District Energy Scheme", attached.
- c) Forward Plan Briefing Paper - Charging for Residents First Parking Permits
Briefing Paper detailing the issues relating to the forthcoming Officer Decision "Charging for Residents First Parking Permits", attached.
- d) Forward Plan Briefing Paper - Evening Parking Charges
Briefing Paper detailing the issues relating to the forthcoming Officer Decision "Evening Parking Charges", attached.
- e) Forward Plan Briefing Paper - Development of Sites in Lordshill
Briefing Paper detailing the issues relating to the forthcoming Cabinet Decision "Development of Sites in Lordshill", attached.

9 SCRUTINY PANEL B : APPRENTICESHIP INQUIRY: DRAFT FINAL REPORT

Report of the Chair of Scrutiny Panel B providing details on the outcome of the Apprenticeship Inquiry and recommendations, attached.

10 MONITORING SCRUTINY RECOMMENDATIONS TO THE EXECUTIVE

Report of the Head of Communities, Change and Partnerships detailing the actions of the Executive and monitoring progress of the recommendations of the Committee, attached.

SOUTHAMPTON CITY COUNCIL
OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE
MINUTES OF THE MEETING HELD ON 12 SEPTEMBER 2013

Present: Councillors Moulton (Chair), Vinson (Vice-Chair), Chaloner, Fitzhenry, Hannides, Keogh, Mintoff, Paffey and Stevens

Apologies: Councillors Hammond, Morrell, Mr T Blackshaw and Mrs U Topp

Also in Attendance: Councillor Payne – Cabinet Member for Housing and Sustainability
Councillor Kaur – Cabinet Member for Communities
Councillor Jeffery – Cabinet Member for Change

17. **APOLOGIES AND CHANGES IN PANEL MEMBERSHIP (IF ANY)**

The Panel noted the apologies of Councillors Hammond and Morrell, Mr Blackshaw and Mrs Topp and that Councillor Paffey was in attendance as a nominated substitute for Councillor Hammond in accordance with Procedure Rule 4.3

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

RESOLVED that the minutes for the Committee meeting on 11th July 213 be approved and signed as a correct record, subject to amending Item (iii) on Page 6 to read “that the **Committee** noted.....”. (Copy of the minutes circulated with the agenda and appended to the signed minutes).

19. **FORWARD PLAN**

The Committee considered the report of the Head of Communities, Change and Partnerships, 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:

- (i) on consideration of the briefing paper relating to the forthcoming Cabinet Decision “Homelessness Prevention Strategy”, the Committee recommended that:-
 - a. the draft homelessness action plan be brought back to the Committee for discussion;
 - b. the Cabinet Member ensures that the Committee be kept informed of the funding position relating to the Homelessness Day Centre;
 - c. information relating to the volume of homelessness that was being dealt with within the homelessness team’s fixed budget and the extent to which homelessness was being prevented, be circulated to the Committee;
 - d. the Cabinet Member ensures that officers work closely with landlords and registered providers to encourage maximisation of the take-up of direct payments to protect the most vulnerable and to prevent rent arrears,

wherever possible and sensible to do so, within the Homelessness Strategy; and

- e. the Cabinet Member ensures that officers explore what funding levels would be required to address homelessness in Southampton relating to rough sleepers who did not have recourse to public funds.
- (ii) the Committee noted the briefing paper relating to the forthcoming Cabinet Decision "Safe City and Youth Justice Strategy" and that the key issues for success would be the co-ordination of activities and the sharing of information and intelligence by all partners.

Superintendent Fulton, Hampshire Constabulary and Chair of the Safe City Partnership for 2013/14 and Group Manager Avery, Hampshire Fire and Rescue and Chair of the Safe City Partnership for 2012/13 were present and with the consent of the Chair, addressed the meeting.

20. **STRENGTHENING THE CORPORATE PARENTING COMMITTEE**

The Committee considered the report of the People Director requesting approval of a proposal to incorporate the Corporate Parenting scrutiny function under the umbrella of the Overview and Scrutiny Committee. (Copy of the report circulated with the agenda and appended to the signed minutes).

RESOLVED:-

- (i) that the proposal outlined in Appendix 1 to incorporate the Corporate Parenting scrutiny function under the umbrella of Overview and Scrutiny Management, not be approved and the Lambeth model be adopted; and
- (ii) that the Cabinet Member and officers ensure that consideration is given to the frequency of reporting from the Corporate Parenting Committee to full Council.

21. **SCRUTINY REVIEW - OUTLINE TERMS OF REFERENCE**

The Committee considered the report of the Head of Communities, Change and Partnerships, seeking approval of the draft outline terms of reference for the review by Scrutiny Panel A. (Copy of the report circulated with the agenda and appended to the signed minutes).

RESOLVED:-

- (i) that the draft outline terms of reference for the scrutiny review be approved; and
- (ii) that authority be delegated to the Head of Communities, Change and Partnerships in consultation with the Chair of Scrutiny Panel A, to finalise the terms of reference for the review.

22. **MONITORING SCRUTINY RECOMMENDATIONS TO THE EXECUTIVE**

The Committee noted the report of the Head of Communities, Change and Partnerships, detailing the actions of the executive and monitoring progress of the recommendations of the Committee. (Copy of the report circulated with the agenda and appended to the signed minutes).

23. **PEOPLE DIRECTORATE TRANSFORMATION**

In order to comply with the Council's Access to Information Procedure Rules, the Committee gave urgent consideration to the report of the Director of People, detailing the forthcoming executive decision in respect of the People Directorate Transformation Programme. The reasons for urgency being that the issue was not included on the agenda as the consultation on the cabinet report had not been concluded at the time of publication. (Copy of the report circulated with the agenda and appended to the signed minutes).

The Director of People was in attendance and with the consent of the Chair, addressed the meeting.

RESOLVED

- (i) that information relating to monies spent on external consultants to date and proposed monies to be spent on external consultants going forward, be circulated to the Committee;
- (ii) that information relating to the IT time table and key stages to be undertaken including costs prior to the system being implemented, be circulated to the Committee; and
- (iii) that the Cabinet Member ensures that officers include an appropriate safety net for vulnerable people, to prevent them from being excluded from accessing the appropriate support and services through the Chanel Shift initiative.

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Agenda Item 7

DECISION-MAKER:	OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE		
SUBJECT:	PORT OF SOUTHAMPTON		
DATE OF DECISION:	10 OCTOBER 2013		
REPORT OF:	DIRECTOR OF ENVIRONMENT AND ECONOMY		
<u>CONTACT DETAILS</u>			
AUTHOR:	Name:	Chris Lyons	Tel: 023 8083 2044
	E-mail:	Chris.Lyons@southampton.gov.uk	
Director	Name:	John Tunney	Tel: 023 8091 7713
	E-mail:	John.Tunney@southampton.gov.uk	
STATEMENT OF CONFIDENTIALITY			
None			

BRIEF SUMMARY

This report outlines planning policies and powers in relation to the Port of Southampton.

RECOMMENDATION:

- (i) That the Committee notes the report.

REASON FOR REPORT RECOMMENDATIONS

1. In response to a request for this item to be discussed at the 10 October 2013 meeting of this Committee.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

2. None.

DETAIL (Including consultation carried out)

3. This report sets out:
 - The legal rights the Port has to implement port development without the need for planning permission ('permitted development' rights);
 - The national approval process for major infrastructure proposals (including ports and energy plants);
 - Likely future port related developments (as set out in the Port's Master Plan); and the policies that would apply if planning permission were needed;
 - The policies that would apply to non port development within the port (eg an energy plant);
 - Recent proposals in the Port
 - Environmental Health issues

The Port's Permitted Development Rights

4. The owners of the Port (ABP) are the statutory harbour authority. As such they have permitted development rights within land defined as operational port land. In Southampton this includes the Western and Eastern Docks. The Port's permitted development rights are extensive. They can implement any development without the need for planning permission provided it is related to shipping or the movement of people or goods within the dock. This would apply for example to any new buildings, extensions to buildings, alterations to roads, cranes, lighting columns and changes of use. The power is extended on the same basis to development by any body which leases land within the Port (e.g. a rail operator).
5. The permitted development right does not apply to certain development if it is considered to have a significant adverse effect on the environment, as defined under the Town and Country Planning (Environmental Impact Assessment) Regulations 2011. However, this would only apply to very significant port development.
6. The permitted development rights do not extend to development within the Port which is not required for the purposes of shipping or the associated movement of passengers or goods. For example, a major power plant designed to generate electricity / heat for general domestic consumption would require planning permission.

National Approval Process for Major Ports and Energy Plants

7. Where planning permission is needed for major infrastructure, the application is now considered by the Planning Inspectorate's National Infrastructure unit and determined by the relevant Secretary of State. The Council can provide a local impact report to help inform the decision. This applies to port development that provides additional capacity of 0.5 million containers or 250,000 vehicles; and to energy plants with 50MW of generating capacity. The proposed Helius development falls into this category.

Likely Future Port Development and Relevant Policies

8. ABP's Port Master Plan gives an indication of the type of port development envisaged in the Port through to 2030. The Port Master Plan is not a statutory policy document but is a material consideration in determining any planning applications. A summary is set out in Appendix 1. In brief the Master Plan envisages major growth in the Port's trade to 2030: an increase in cruise passengers of around 170% and containers of 200%. This will lead to a need for new facilities within the Port. For example in the Western Docks there is likely to be a need to transfer land from surface level car storage to container storage; to provide replacement car storage in a multi storey format; and possibly a 5th cruise terminal. Most or all of this development is likely to fall within the Port's permitted development rights.
9. If planning permission for port development were required, various national

and local policies would apply, including the National Policy Statement for Ports and Southampton's Core Strategy. A summary is set out in Appendix 2. In brief, the policies give strong support to port facilities, and attach considerable weight to their economic importance. Wherever possible these should be designed to minimise the impacts on local communities.

Policies Applicable to Future Non Port Development within the Port (eg Energy Plants)

10. National and local port policies recognise the importance of ports. It is therefore important to ensure that existing port land remains in port or port related use, and is not used for developments that could be located elsewhere. Southampton's Core Strategy explicitly states that planning permission will be refused for non port related development within the Port. An energy plant which relies predominately on fuel shipped into the port would meet this policy. A facility which does not have this relationship to the port would not meet this policy.
11. A facility which was closely related to the Port would still need to accord with general planning policies for energy plants, including the National Policy Statement for Energy. These policies are summarised in Appendix 2. They recognise that ports have a potential role in accommodating biomass plants. In determining planning applications for energy plants these policies attach substantial weight to the need to cut greenhouse gases by developing renewable / low carbon energy plants and to maintain a secure energy supply. Energy plants will be subject to pollution control regimes. They should be designed to avoid significant harm and minimise impacts on the environment and residential amenity.

Recent proposals in the Port

12. Recently, there has been a proposal for the Helius Biomass plant and it is expected that this development will be submitted shortly to the National Infrastructure Unit and that Southampton City Council will be a consultee in this process. There has also been a planning application for a sulphur plant and this has led to the creation of the Western Docks Forum, who will be advised of planning applications on a weekly basis (once we are notified of who that is). Then, they will be aware of proposals and can comment on them if they wish.

Environmental Health issues

13. If planning permission is not required for dock related business, then Environmental Health Controls are used, normally in a reactive situation once the development has gone ahead, and if complaints relating to a statutory nuisance are received.
14. Where the development is carried out under the Permitted Development Order, then there are other controls that are available, statutory nuisance controls by the Local Authority, principally for noise dust and odour, and in some cases, processes require a permit under the Pollution Prevention and Control Act 1999. Under this regime, Local Authorities are required to regulate the smaller industries termed Part A2 and Part B installations, for example within the docks there is a car re-spraying process and a waste oil

burner. The Environment Agency regulates the larger industries, which are known as Part A1 installations and includes waste operations such as the metal recycling or scrap metal, glass recycling and waste wood process in the bulk goods area of the docks. Where a process is controlled by the EA, SCC's powers under statutory nuisance controls are reduced, since SCC would need the permission of the Secretary of State to take a prosecution under statutory nuisance, however SCC still retain its powers to serve abatement notices in the first instance.

15. Where developments take place within the docks that require planning permission, then they are dealt with in a similar way to other planning applications, and EH become consultees to the planning authority, whether it be the planning department, the National Planning inspectorate or the Maritime Management Organisation. Through this process, EH can object with supporting information to the application, recommend approval and condition the approval to make it acceptable or to have no objection to the application at all.

RESOURCE IMPLICATIONS

Capital/Revenue

16. None.

Property/Other

- 17.. None.

LEGAL IMPLICATIONS

Statutory power to undertake proposals in the report:

18. The duty to undertake overview and scrutiny is set out in Part 1A Section 9 of the Local Government Act 2000

Other Legal Implications:

19. None

POLICY FRAMEWORK IMPLICATIONS

20. Southampton Development Plan

KEY DECISION? No

WARDS/COMMUNITIES AFFECTED:	Bargate; Freemantle; Millbrook; Redbridge.
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SUPPORTING DOCUMENTATION

Appendices

1.	Master Plan
2.	National Government Policy

Documents In Members' Rooms

1.	None
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Equality Impact Assessment

Do the implications/subject of the report require an Equality Impact Assessment (EIA) to be carried out?	No
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Other Background Documents**Equality Impact Assessment and Other Background documents available for inspection at:**

Title of Background Paper(s)	Relevant Paragraph of the Access to Information Procedure Rules / Schedule 12A allowing document to be Exempt/Confidential (if applicable)
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1.	None	
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Appendix 1

Port of Southampton Master Plan 2009 – 2030 (ABP)

The Government asked major ports to prepare master plans to help inform planning and infrastructure decisions. The master plans do not themselves constitute policy. The statistics and trends were established in 2009 and are now 4 years out of date, but serve to provide a general picture.

The Port of Southampton is one of the largest ports in the U.K. It handles 20% of the U.K.'s trade with non EU countries and 40% - 45% of its sea trade with China and the Far East. It is the U.K.'s largest cruise port handling nearly 1 million passengers in 2008; its second largest container port, and one of the leading ports for vehicles.

The Port is at the heart of the Solent maritime economy which in total supports 77,000 jobs and GDP of £5.5 billion.

Between 1980 and 2007 total traffic increased by 83%. Significant growth is forecast in the future:

	'000s	2005	2020	2030	% 2005 – 2030
Cruise	Passengers	702	1,498	1,917	173%
Containers	TEU*	1,382	2,694	4,204	204%
Vehicles	Units	724	702	844	17%
Dry bulks	Tonnes	1,357	1,786	2,166	60%

*Twenty foot equivalent units

(The Council assume that the ongoing recession delays the timing but not necessarily the scale of this overall growth).

To accommodate predicted growth, the Port anticipates the following changes within the existing port:

	Eastern Docks	Western Docks
Existing facilities	Dock Gate 4	Dock Gates 8, 10, 20
	Multi deck vehicle storage terminal (MDVST) (eg a 'multi storey car park')	
	1 rail terminal	4 rail terminals
	2 cruise terminals	2 cruise terminals
	National Oceanography Centre	

Proposed by 2020		Container storage expansion
		Deepening of berths 201 / 2
	1 additional MDVST	One additional MDVST
	The intensification of the eastern and western docks will be reaching its practical limits	
Proposed by 2030	1 additional MDVST	Possible 5 th cruise terminal

In 2009 containers were transported to / from the port to the rest of the UK as follows: 70% by road, 25% by rail, and 5% by coastal shipping. By 2013, following the completion of the rail gauge enhancement and improved handling capacity in the eastern docks, rail's share had risen back up to 36%. The aspiration is for at least 40% to be by rail and 15% by coastal shipping. The main road access for HGVs is via the M271 and A35, in accordance with the lorry routeing agreement. The container port currently generates 4,000 two way HGV movements per day, a significant proportion of all port movements (with the peak time between 12pm and 4pm). A short berth has recently been introduced for coastal shipping feeder services.

Appendix 2

National Government Policy

National Policy Statement for Ports (2012)

The Statement explains that competitive ports are essential to the UK economy. There is a compelling local and national economic need for substantial additional port capacity in the next 20 – 30 years. There is a presumption in favour of port development unless the policies in this statement indicate otherwise. The benefits of a new port proposal will be weighed against the adverse impacts. Substantial weight should be given to the economic benefits.

Road traffic to ports can lead to congestion and pollution. Wherever possible port development should be accessed from the UK by rail or coastal shipping. Measures such as lorry scheduling to avoid peak times should be considered.

Good port design to mitigate adverse effects should be achieved as far as possible, whilst recognising the nature of port infrastructure. Some impact on local communities is likely to be unavoidable, and it should be kept to a minimum and acceptable level, using mitigation schemes (eg layout, operating times, quieter machinery, containment within buildings, improved sound insulation for dwellings etc). Statutory air quality limits should not be breached.

Ports have a vital role to play in the import and export of energy supplies. This is an important consideration, as is the possibility of developing power stations fuelled by biomass within port perimeters.

Overarching National Policy Statement for Energy (2011).

In considering new energy plants, substantial weight is given to the need to cut greenhouse gas emissions by 80% by 2050, to achieve a secure and diverse energy supply. Even with energy efficiency measures, there is likely to be a big increase in demand for electricity. There needs to be a dramatic increase in renewable energy generating capacity (eg wind, biomass, wave / tidal) and in other low carbon sources (eg energy from waste facilities). Unlike other renewable sources, biomass can provide a steady supply of electricity. The Government encourages combined heat and power (CHP), and plants should either be connected to a CHP network or be 'CHP ready' wherever possible.

There is a presumption in favour of major energy projects unless policies in this statement clearly indicate consent should be refused. Energy plants should be well designed visually, operationally and to reduce their impacts. The nature of plants will limit the extent to which they can enhance the quality of the area. Energy plants will be subject to pollution control regimes. In broad terms significant harm should be avoided and impacts minimised in

relation to a range of factors including air quality, other pollution (eg dust, odour, light, noise, etc), traffic, visual appearance, biodiversity, water quality, flood risk, and the historic environment. A further policy statement sets out additional considerations for different types of renewable energy.

The National Planning Policy Framework (2012).

This sets out a presumption in favour of sustainable development. Significant weight should be placed on economic growth. Plans should also seek a good standard of amenity; and promote non car modes of travel. There should be positive planning for infrastructure, including to support the growth of ports. Significant adverse impacts on economic, social or environmental objectives should be avoided.

Delivering a Sustainable Transport System (2008)

The Port of Southampton is identified as one of the country's 17 key International Gateways, which is served by national transport links to London and the Midlands. This includes the route from the M27, via the M271 and A33 Western Approach into Southampton.

South Hampshire Strategy (Partnership for Urban South Hampshire)

The Solent Local Enterprise Partnership's (LEP's) statement and the Strategy itself recognises the importance of the Port of Southampton and its continued growth to economic development in South Hampshire.

Local Policy (Southampton City Council)

Core Strategy (2010)

The Spatial Vision and Strategic Objectives support economic growth; the Port; renewable energy; sustainable neighbourhoods; and a high quality environment in which to live.

The policies explain that:

- The Port is of national and local economic importance. The Council will promote and facilitate the growth of the Port, and safeguard the port for port related uses. (Policy CS9).
- Transport should support the regional economy and Southampton's role as an international gateway. It should also enhance air quality and achieve a shift to sustainable transport. (Policy CS18).
- An increase in freight movements to and from the Port will be supported (favouring rail / coastal shipping); access to the Port along the key road corridors will be maintained; and a road upgrade from

West Quay Road to Dock Gate 4 will be supported. (Policies CS9 / CS18).

- Opportunities to identify sites for large scale renewable or low carbon energy plants will be taken in future plans. (Policy CS20).

Local Plan Review (2006)

The Local Plan proposals map identifies the port boundary.

City Centre Action Plan (draft, 2013)

The Plan supports the growth and overall competitiveness of the Port and the city centre. Where there is a need to balance these aims (eg in the design of city streets and regarding new residential development close to the port) the national importance of the port and regional importance of the city centre will be recognised.

Minerals and Waste Plan (2013) (prepared jointly across Hampshire)

The Plan promotes the recycling or recovery of energy from waste. Waste management facilities should be on suitable (industrial type) sites. Sites for energy plants must be carefully selected and sensitively designed to avoid visual, amenity and environmental impacts. The location of facilities will be influenced, and where appropriate encouraged, near the users of energy and sources of fuel stock. Development should not breach emission standards, have unacceptable impacts (eg regarding noise, dust, lighting, odour, visual impacts, etc) and be of a high quality design.

The Plan does not identify specific sites in the city. A background paper does identify a wide range of possible sites across Hampshire. One is in the Western Docks near Millbrook, and includes the site of the Helios proposal. The site is identified as potentially suitable for activities such as scrap metal, aggregate recycling, and small scale energy plants. The suitability of the site for other development (eg including large energy plants) would need to be demonstrated. For any proposal, the fuel would need to be transported predominately by ship. A specific proposal would need to be suitable in terms of a range of factors (ie traffic, design, air quality, screening, the potential to provide heat to the local area, etc), with careful consideration given to the effect on residential areas.

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Agenda Item 8

DECISION-MAKER:	OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE		
SUBJECT:	FORWARD PLAN		
DATE OF DECISION:	10 th OCTOBER 2013		
REPORT OF:	ASSISTANT CHIEF EXECUTIVE		
<u>CONTACT DETAILS</u>			
AUTHOR:	Name:	Mark Pirnie	Tel: 023 8083 3886
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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 items 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.

REASON 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 October 2013 – January 2014 has been circulated to members of the Overview and Scrutiny Management Committee. The following issues were identified for discussion with the Decision Maker:

Portfolio	Decision	Requested By
Health & Adult Social Care	Establishment of an Integrated Commissioning Unit for SCC and Southampton City Clinical Commissioning Group	Cllr Moulton
Housing & Sustainability	Feasibility work for Thornhill District Energy scheme	Cllr Moulton
Officer Decision	Charging for Residents First Parking Permits	Cllr Moulton
Officer Decision	Evening Parking Charges	Cllr Moulton
Leader	Development of sites in Lordshill	Cllr Moulton

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 papers 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.
8. The duty to undertake overview and scrutiny is set out in Part 1A Section 9 of the Local Government Act 2000.

Other Legal Implications:

9. None

POLICY FRAMEWORK IMPLICATIONS

10. 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.

KEY DECISION? No

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

Appendices

1.	Establishment of Integrated Commissioning Unit for SCC and Southampton City Clinical Commissioning Group
2.	Feasibility work for Thornhill District Energy scheme
3.	Charging for Residents First Parking Permits
4.	Evening Parking Charges
5.	Development of sites in Lordshill

Documents In Members' Rooms

1.	None
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Equality Impact Assessment

Do the implications/subject of the report require an Equality Impact Assessment (EIA) to be carried out.	Dependent upon forward plan item
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Other Background Documents

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

Title of Background Paper(s)	Relevant Paragraph of the Access to Information Procedure Rules / Schedule 12A allowing document to be Exempt/Confidential (if applicable)
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1.	None	
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BRIEFING PAPER

SUBJECT: IMPLEMENTATION OF AN INTEGRATED COMMISSIONING UNIT FOR SOUTHAMPTON CITY COUNCIL PEOPLE DIRECTORATE AND SOUTHAMPTON CITY CLINICAL COMMISSIONING GROUP

DATE: 10 OCTOBER 2013

RECIPIENT: OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

THIS IS NOT A DECISION PAPER**SUMMARY:**

This report briefly outlines progress since the decision was taken to consult on the formation of an Integrated Commissioning Unit.

The development of an Integrated Commissioning Unit between Southampton City Council and Southampton City Clinical Commissioning Group (CCG) has been identified by both organisations as a key priority to achieve outcome and evidence based commissioning. By pooling capabilities and purchasing power, both organisations can exercise much greater control over what is needed, bought, at what price and at the right level of quality. The Southampton Joint Commissioning strategy outlines the national and local evidence that identifies integrated commissioning as a key enabler for both the Council and CCG.

The proposal to develop a joint team that will work towards the delivery of the shared strategy, work plan and outcomes has been consulted on with staff fulfilling a commissioning function across the People Directorate in Southampton City Council and the “city focus” team in the Clinical Commissioning Group. The aim of the remodelling is to develop a structure with appropriately skilled staff who will achieve quality outcomes and efficiency savings through more focussed, integrated work. It is proposed that staff will remain employed by their current employer with their existing terms and conditions but within a single management structure overseen by an Integrated Commissioning Board. Accountability for commissioning decisions will be retained by the Cabinet and CCG Governing Body.

There has been significant support shown for the proposal to develop an integrated approach across the Council and CCG and approval is being sought to progress with the implementation.

BACKGROUND and BRIEFING DETAILS:

1. Under the strategic oversight of the Health and Wellbeing Board the Council and Southampton City CCG have established an accountability structure including an Integrated Commissioning Board with Chief Executive and Director representation. The key commissioning priorities that the Council and CCG wish to work on together have been identified and detailed work and relevant project plans support these. Commissioning principles have been agreed by both organisations. The final accountability remains with Cabinet and the CCG Governing body as appropriate. To achieve the implementation of the identified priorities it is proposed that commissioning staff from both organisations work together under one management structure.

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2. The proposal to develop a joint team that will work towards the delivery of the shared strategy, work plan and outcomes has been consulted on with staff from 26th July until 30th August 2013. Consultation has included staff fulfilling a commissioning function across the People Directorate in Southampton City Council children's services, adult services, housing and public health, as well as the "city focus" team in the Clinical Commissioning Group that includes commissioning for maternity and children's services, mental health, learning disabilities, long term conditions, community services and end of life care.
3. Approval to commence consultation was sought from Council Management Team, Informal Cabinet and CCG Governing Body. Consultation included a launch event on 26th July, supported by a consultation document, followed by one to one sessions for staff with their line managers, small group sessions as well as the opportunity to send in comments. Unions and Human Resources have been involved throughout the process.
4. **Proposed structure of Integrated Commissioning Unit (ICU)**
The proposal consulted upon is to align staff to three key areas:
 - System redesign to achieve the commissioning priorities for system transformation. Staff will be assessing need, undertaking consultation with stakeholders, redesigning services and pathways, developing and monitoring specifications.
 - Quality which will integrate the functions and support a stronger, more consistent approach to expectations and outcomes from providers
 - Provider relationships to allow a much more proactive approach to market development and management, build on community assets, work with other commissioners and strong contract management.
5. System redesign workstreams align to the Health and Wellbeing Strategy and are:
 - Promoting Prevention and Positive Lives – to enable more people to live healthier, more active and fulfilling lives, protecting the vulnerable
 - Supporting families – to support families to take responsibility for their own outcomes, refocusing investment towards those most in need and early targeted intervention
 - Integrated Care for Vulnerable People – to prevent or intervene early to avoid, reduce or delay the use of costly specialist services whilst promoting independence, choice and control in the community through integrated risk profiling and person centred planning process and commissioning to achieve the integration of provision.
6. Quality and effective contract management from a quality aspect are key elements to achieving positive outcomes for residents and improvements in core services along with the opportunity to ensure best value and reduced costs. High profile cases nationally and locally, such as Winterbourne, Francis enquiry into Stafford hospital and local serious case reviews, have emphasised the need for this area of work to be well led, co-ordinated and thorough. The staff undertaking this work across the CCG and People Directorate will combine as a team responsible for quality monitoring and reviewing. It will also include the Continuing Health Care function of the CCG.
7. The City Council and CCG need to become an intelligent customer in the market as currently development and management of providers is very variable and we have

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insufficient quality capacity. There are contracts with differing terms and conditions with inconsistent rates paid and for many it is not possible to consistently demonstrate the outcomes achieved for money invested. To improve this there will be a work stream on Provider Relationships including market development, contract management, community development and joint work with other commissioners such as schools and the Police. To achieve the commissioning priorities identified there is a need to work much more effectively with the voluntary sector and build on community assets. A buyer's team will be developed to undertake a number of functions currently done in separate silos within and across the organisations. This will ensure a significantly improved procurement of placements/packages of care appropriate to meeting the needs of individuals, negotiating prices making best use of market knowledge, collective bargaining and economies of scale. It will ensure robust contracting arrangements are in place for each placement/package with clearly identified expectations and outcomes.

8. **Feedback on Consultation**

There has been significant support shown for the proposal to develop an integrated approach across the Council and CCG. A few examples include:

"I support the theory and direction of travel as I hope the integrated approach best meets the needs of our population"

"I am very much in favour of working in a more integrated way. I do agree it is the way forward"

"The creation of an integrated commissioning unit sits well with the vision of Southampton as being at the forefront of health and social care services to its citizens"

9. Throughout the consultation a number of pertinent issues were raised where staff have sought additional information. These collate around a number of key themes which have been responded to and collated into a Frequently Asked Questions document shared with staff, see Appendix 1. The revised structure following consultation is shown in Appendix 2. There have been minimal changes made to the model as a consequence of the consultation and these have no impact on the finances.

10. **Recommendations following the consultation**

The strong inter relationship between Public Health and the ICU has been recognised by many throughout the consultation. Detailed discussions between the Director of People and Director of Public Health have led to the proposal that Public Health team should be aligned with the ICU, with Public Health Consultants, and their teams, providing public health advice and expertise to a particular work stream area in the ICU. Priorities and workplans to be agreed between the Public Health consultant and relevant Associate Director for members of the team. Public Health will have a strong influence within the commissioning team, especially the emphasis on prevention and early help and well as providing needs assessment and evidence expertise.

11. Housing commissioning should be included within the model within the Provider relationships team to ensure a strong impact across the whole unit.

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12. Further consideration, not as part of this current consultation, should be given to the relationship between the Continuing Health Care team and the evolving Assessment team being developed as part of the People's transformation work.
13. There are some areas of work that have a significant commissioning element where clarity on accountability and functions is still required. It is recognised that the intention is for commissioning from all parts of the People Directorate to be included as part of the ICU.
14. There are some functions carried about by staff identified as part of the unit that may not be a commissioning function. The recommendation is that staff transfer to the ICU with their current responsibilities although future adjustment may be required.
15. Scheme of Delegation need to be revised, including responsibility for placement budgets and relevant public health areas of commissioning.
16. Contract management with a very strong quality focus is vital to achieve a shift towards earlier intervention. The recommendation for elements of Safeguarding in Adults services (SIPs) to move to the Quality team in the ICU has been strongly supported. However, the staff will need to be consulted with as part of the overall People Directorate transformation consultation which is working to a later timetable.

RESOURCE/POLICY/FINANCIAL/LEGAL IMPLICATIONS:

Financial

17. The majority of budget required for the proposed Integrated Commissioning structure will be from existing staffing budgets across the Council and the CCG. The current funding percentage contributions made by the Council and the CCG will be maintained across the organisations for existing posts with a move to equal contributions (50:50) if new posts are developed.
18. It has been identified that some investment will be required to attract the skill set needed into some of the more senior posts to ensure the leadership, experience and rigour necessary to achieve the change required both in terms of scale and pace. These leaders will also develop the capability of the staff within their teams, as initial needs assessment identifies a shortfall in some key areas. The staffing model will be reviewed as skills and abilities in all staff increase. The additional investment required in a full year will be £90,800 from SCC and £90,800 from the CCG from 2014/15.
19. On the basis that the integrated unit will actually be up and running in the current financial year, there will be a part year cost pressure in 2013/14. Initially the service will seek to fund this from within existing resources within the People Directorate, but if this is not possible it will either be offset against any in year savings delivered, or met from the General Fund Revenue Budget contingency if the costs exceed any available savings. The ongoing pressure will be addressed as part of the development of the budget for 2014/15.

Property / Other

20. Currently the teams that will make up the ICU are not co-located. However, work is underway to co-locate the SCC staff that will form the ICU. This is being considered as part of the decant of staff from Marlands House. CCG staff are based at the CCG headquarters at Oakley Rd. Accommodation solutions are being devised that will allow ICU members to access desks at both SCC and CCG in order to facilitate joint

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working, some staff may move bases facilitate this. IT solutions are also being explored to facilitate mobile working and to ensure easy communication and access to relevant information across the health and SCC systems.

Legal

21. A Memorandum of Agreement will be in place between the CCG and SCC outlining key principles covering financial, personnel, accountability, approaches with disagreements and evaluation/outcome measures. Staff will be covered within Section 113 (Pursuant to Section 113 (1A)(b) Local Government Act 1972) agreements.
22. The Health and Social Care Act 2012 places a requirement on the NHS Commissioning Board, Clinical Commissioning Groups, Health and Wellbeing Boards and Monitor to encourage integrated working at all levels. The Act encourages local government and the NHS to take much greater advantage of existing opportunities for pooled budgets, including commissioning budgets and integrating provision.
23. The proposals within this report and the development and implementation of the Integrated Commissioning Unit will be taken forward in compliance with relevant employment legislation (including TUPE regulations) together with the Equalities Act 2010 and the Human Rights Act 1998

Policy

24. The work priorities for the unit are informed by the Joint Strategic Needs Assessment and align to the Health and Wellbeing Strategy. The work of the unit will contribute significantly to the achievement of outcomes outlined in the Health and Wellbeing Strategy and City Council Plan as well as the CCG Strategic Plan.

Appendices/Supporting Information:

- 1- Integrated Commissioning Unit Development- staff consultation - Frequently Asked Questions
- 2- Integrated Commissioning Unit – proposed structure

Further Information Available From:

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**Southampton City
Clinical Commissioning Group**

JOINT INTEGRATED COMMISSIONING SERVICE RESTRUCTURE
SUMMER 2013 – FREQUENTLY ASKED QUESTIONS

1) CONSULTATION

Q: Why am I being consulted with?

A: Southampton City Council (SCC) and Southampton City CCG (SCCCG) jointly intend to combine resources to commission various services. This is outlined in the SCC and SCCCJG Joint Commissioning Strategy.

A review has been undertaken of the structure of the services provided and we believe efficiencies in working practices can be delivered by deploying our resources differently with a new structure.

As you work in an area that will be affected by the proposed restructure there may be changes to job titles, responsibilities and line management which will could directly affect you.

Q: What is the timescale of consultation?

A: As more than 20 employees are affected but less than 99 employees we are obliged to conduct a minimum of a 30 day formal consultation period.

The formal consultation process will commence on 26th July 2013 and end on 30th August (36 days).

Q: Will I have the opportunity to comment on the proposed new structure?

A: All employees are encouraged to comment and give feedback on the new structure as part of the consultation process as we value your input to develop a fully functioning structure.

In addition during the consultation process you will be offered an individual consultation meeting with an identified manager and discuss how this will affect you personally.

Q: Will my employer change?

A: You will continue to work for your existing employer (either Southampton City Council or Southampton City CCG) and no one is being moved between organisations.

Q: Will my terms and conditions of employment be changed?

A: No, you will be employed by your existing employer on your existing terms and conditions. This consultation is not about changing terms and conditions of employment; however it is possible your job title and responsibilities may change as a result of the restructure.

Q: Does TUPE (Transfer of Undertakings Protection of Employment) apply?

A: No, this is not a TUPE situation as you will continue to work for your existing employer (either Southampton City Council or Southampton City CCG) and no one is being moved between organisations.

2) SUPPORT FOR STAFF

Q: What support can I expect?

A: Southampton City Council employees
Please contact your line manager in the first instance, alternatively contact HR Pay on 023 8091 7770.

A: Southampton City CCG employees
Please contact your Line Manager in the first instance, alternatively Sonia Weavers Senior HR Business Partner on 023 80627633.

Q: Is there any emotional support for people?

A: Southampton City Council employees
There is the Employee Support Programme Tel: 0800 243458 (24 hours a day, 7 days a week, 365 days a year) or via their website: www.workplaceoptions.co.uk Username: Southampton, Password: employee.

A: Southampton City CCG employees
There is an Employee Assistance Programme Right Management. Tel: 0800 1116 387 For management support contact 0800 1116 385. (24 hours a day, 7 days a week, 365 days a year) or via their website: www.wellness.rightmanagement.co.uk/login.

Both agencies provide a free and confidential support service, offering you unlimited access to advice and information and coaching and counselling where appropriate. Expert advisors are there to help, support on the telephone, online and face to face.

3) GUIDANCE FOR STAFF

Q: I am on maternity or long term sickness, how am I going to be consulted with about the proposed changes?

A: Your manager will be discussing with you how you wish to be kept informed either by face to face meetings, email or phone calls about the changes and how they impact on your role. In order for you to be able to participate as appropriate given your individual circumstances, HR will need to advise your manager as to any adjustments that may be needed in order that you can participate. NB If you are on maternity leave you may be able to use your KIT (Keeping in Touch) days for these, this will need to be discussed with your manager.

4) SELECTION PROCESS

Q: What selection processes are there?

A: Managers will be consulting with Trade Unions and staff on which selection criteria will be used. After the formal consultation process has closed job matching will take place to match employees to roles in the new structure.

Automatic Slot-in – Where there is only one individual who matches a role and they match over 70% of the new duties this will be classed as an automatic slot-in so the employee is allocated this role in the new structure.

Ring fencing posts to a pool of 'at risk' staff, appointing senior posts first and cascading the selection process down the team in order to allow applicants to state interest in roles within one grade (up or down) of the their current role, ahead of potential promotions within the team. There may need to be a series of ring-fenced selection processes.

Interview selection process – interview and where appropriate additional selection criteria e.g. tests / exercises, presentations. Decisions will be made by an interview panel consisting of representatives from both organisations to ensure fairness and consistency.

Q: What is considered to be suitable alternative employment?

A: Suitable alternative employment (SAE) is considered to be posts within one grade (up or down) from your current grade, on the same hours as your current role with similar skills.

5) WHAT ARE THE SELECTION CRITERIA

A: The selection process will be carried out on a top down process led jointly by Alison Elliott and John Richards. This will allow job matching at each level to be done by the line managers individuals report into and therefore best understand their skills, competencies and capabilities as well as the responsibilities of the current role to enable them to objectively be able to assess which job role(s) most closely matches in the new structure.

As job matching is being carried out for employees from two separate organisations – Southampton City Council and Southampton City Clinical commissioning Group – at present there are differences in the criteria set by each organisation. SCC has no set matching criteria and currently uses the term natural successor to describe where a similar job is created utilising the same or virtually the same skills as the original role. SCCCG sets a percentage of the old job contents to match to the new job description to be considered a slot in. Essentially in job matching the same considerations are made in respect of:

1. **The responsibilities of the job**
2. **The nature of the post**
3. **Skills required for the post**
4. **Appropriate salary**
5. **Decision making responsibilities**

For standardisation as part of the consultation a 70% match was considered as potentially demonstrating that the new role sufficiently matches the existing role of the post holder and there not be additional requirements of training to successfully undertake the new role. Where only one person matches the new role and they would then slot in to this in the new structure.

Where the match is insufficient i.e. over 50% match but less than 70% so unable to be considered for automatically slotting in then this would result in a ring fence situation and would involve a selection criteria where more than one person matches. Employees would be able to express interest in one or more of the available posts, provided at same grade or no more than one grade above or below as the existing post.

Before agreeing the matching criteria there will need to be consultation with the Unions.

If more than one employee expressed interest in the same position they are ring fenced to then this would lead to a competitive interview situation to appoint to the position.

It is not anticipated that anyone will not successfully be matched via automatic slot-in or the next level of ring-fencing as there are sufficient available roles matching current skills in the new structure.

6) REDUNDANCY

Q: Will there be any redundancies?

A: It is not anticipated that there will be any redundancies as there are sufficient roles available for the number of individuals affected. The aim of the remodelling is to develop a structure with appropriately skilled staff who will achieve quality outcomes and efficiency savings through more focussed, integrated work. The focus is not on making savings through the establishment of an Integrated Commissioning Unit but that the correctly skilled staff once working within the ICU will achieve the savings.

Q: Can I apply for voluntary redundancy?

A: This is no intention for compulsory redundancies as part of this consultation. Voluntary redundancy may be considered.

7) REDEPLOYMENT

Q: For those people whose posts no longer exist in the new structure are there redeployment options?

A: There are sufficient roles for all affected employees in the new structure as this is not a reorganisation that will result in a reduction in number of employees but a change in structure of the function and no posts are being deleted.

All employees should match a similar role in the new structure.

8) FURTHER INFORMATION

Q: How do I access further information if I do not have IT access?

A: You should contact your line manager in the first instance who will arrange for you to have hard copies of information.

9) ADMINISTRATION ARRANGEMENTS

A: The admin arrangements are now being considered jointly now we have a draft model in place and staff have had opportunity to comment. Admin staff will be consulted during this phase.

10) HOW WERE THE SYSTEM REDESIGN AREAS ALIGNED?

A: Grouped together the work programmes with a focus on integration for families and adults within one area and then grouped together the specialist arenas related to people with a disability with Prevention and positive lives with more emphasis on achieving positive outcomes for individuals

It is recognised that all work is inter-related and there will be lots of joint working across areas

11) LOCATION

A: Currently the teams that will make up the ICU are not co-located. However, work is underway to co-locate the SCC staff that will form the ICU. This is being considered as part of the decant of staff from Marland House. CCG staff are based at the CCG headquarters at Oakley Rd. Accommodation solutions are being devised that will allow ICU members to access desks at both SCC and CCG in order to facilitate joint working, some staff may move bases facilitate this. IT solutions are also being explored.

12) FURTHER CLARITY ON THE SYSTEM RE-DESIGN FUNCTION

A: This function will fulfil all elements of the commissioning cycle:

- Needs assessment
- Working towards procurement
- Service re-design
- Stakeholder involvement
- Contribution to contracting oversight

13) WHAT EVIDENCE HAS BEEN USED TO SUPPORT THIS MODEL?

- Lots of preparatory work looking at other structures and models, including Portsmouth Integrated Unit.
- Based on national evidence of integrated working
- There will be monitoring and evaluation

14) WILL THERE BE OPPORTUNITY FOR DEVELOPMENT?

A: There will be development opportunities to gain new skills as the unit evolves. A training plan is currently being developed.

15) VACANT POSTS

A: There will be a number of vacant posts. It will not be clear where these actually are until matching is completed. These will be advertised and those with the relevant skill set and who meet the person specification will be able to apply

16) WHY DOES THE STRUCTURE APPEAR SO TOP HEAVY?

A: The ICU has a considerable amount to achieve in relation to outcomes, system change, savings to be achieved and quality to be maintained. Considerable skills and experience are needed to manage the workload across agencies with strong leadership to achieve at scale and pace.

This will be constantly under review.

17) HOW WILL THE UNIT BE EVALUATED?

A: The ICU Board will be responsible for the evaluation and effectiveness of the model

A Memorandum of Agreement will be in place between the CCG and SCC outlining key principles covering financial, personnel, accountability, approaches with disagreements and evaluation/outcome measures.

18) DOES THE MODEL FIT WITH CHANGES IN CITY COUNCIL AND HEALTH?

A: Yes. The structure has been designed taking into account the fact that both organisations are moving towards personalisation as the way that people access care. We have therefore given more emphasis to the need to develop the market in order to widen the type of services available to people and the need to monitor performance and availability on a more individual basis

19) WHY DO SOME JD'S HAVE SPECIFIC TITLES AND SOME GENERIC?

A: Some of the roles are very specific and unique with particular responsibilities and expertise needed

20) WHO HAS BEEN INVOLVED IN THE DEVELOPMENT OF ICU?

A: There has been a project team made up of representatives from across the Council and CCG including housing, children, adults and Public Health working together on this proposal. Procurement, finance, legal and HR colleagues have also been involved.

21) WILL SPECIALIST SKILLS BE MAINTAINED WITH A MODEL OF GENERIC JD'S?

A: The new model of integrated commissioning will require staff to work in a more flexible way, across different subject areas, recognising that people will have transferrable commissioning skills and there are benefits from sharing knowledge and expertise across the team and different subject areas. Our service users will often experience services in different areas (eg. a family may be in contact with AMH as well as children services) and bringing different commissioner knowledge into different areas can often help us think more broadly about and bring different perspectives to the services we commission. It will also enable the unit to use its resources flexibly and more responsively to deliver the Council's and CCGs priorities. A more generic approach should not preclude staff also maintaining their expert knowledge and acting as a valuable source of advice across the team.

22) HOW WILL STRONG LINKS BE MAINTAINED WITH PUBLIC HEALTH?

A: The strong inter relationship between Public Health and the ICU has been recognised by many throughout the consultation. Detailed discussions between the Director of People and Director of Public Health have led to the proposal that Public Health team to be aligned with the ICU, will Public Health Consultants, and their teams, providing public health advice and expertise to a particular work stream area in the ICU. Priorities and workplans will be agreed between the Public Health consultant and relevant Associate Director for members of the team. Public Health will have a strong influence within the commissioning team, especially the emphasis on prevention and early help and well as providing needs assessment and evidence based expertise.

23) WHY ARE SOME ASPECTS OF COMMISSIONING STILL MISSING?

A: There are some areas of work that have a significant commissioning element where clarity on accountability and functions is still required. It is recognised that the intention is for commissioning from all parts of the Directorate to be included as part of the ICU.

There are some functions carried about by staff identified as part of the unit that may not be a commissioning function, such as School and Academy service levels agreements and contract's undertaken by the Children's contracts team. The recommendation is that staff transfer to the ICU with their current responsibilities although future adjustment may be required.

24) QUERIES RELATING TO INDIVIDUAL POSTS

A: These queries will be addressed with individuals and through line management arrangements and are therefore not included in this document/FAQ

25) GRADE OF POSTS/SPAN OF CONTROL OF POSTS

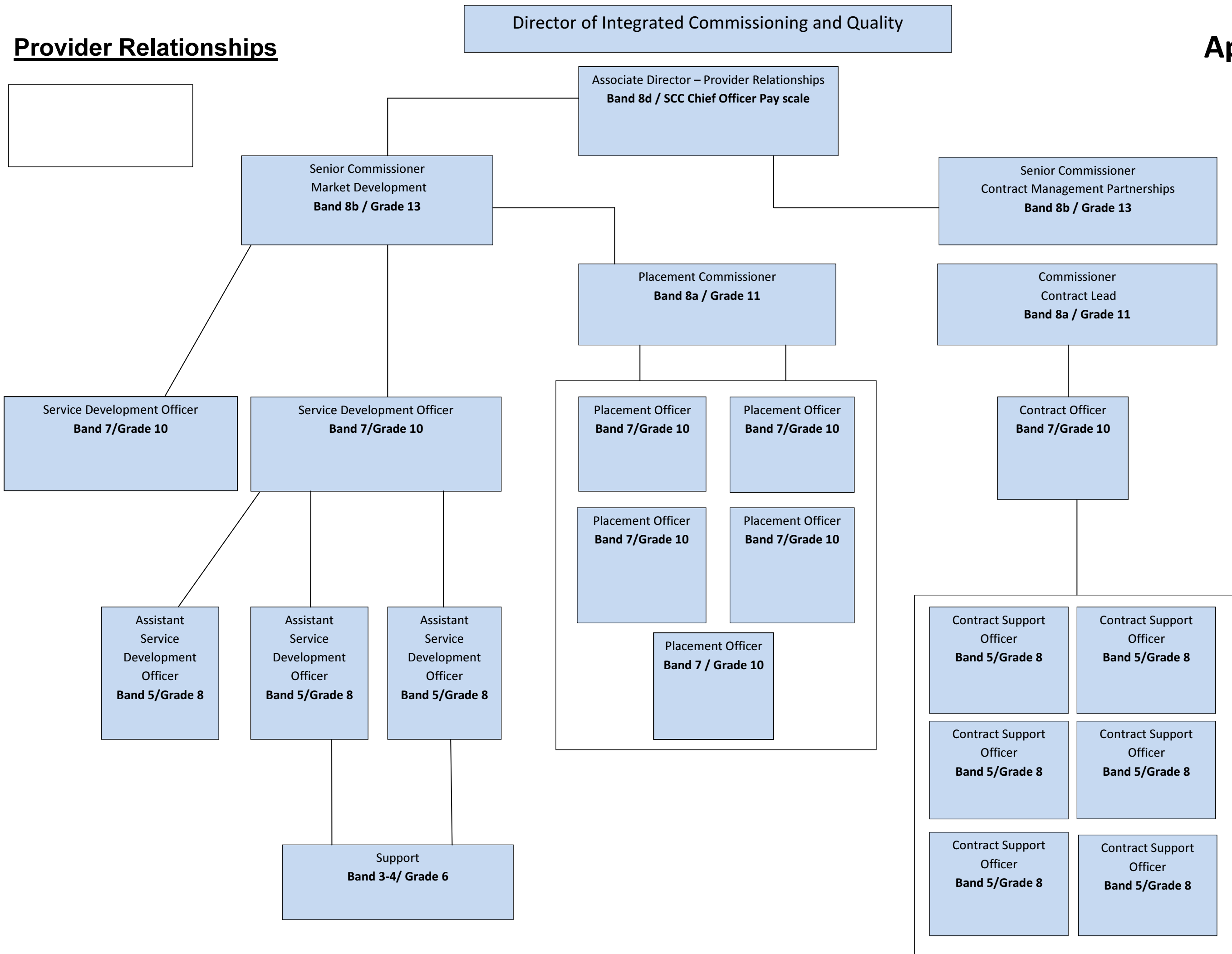
A: All Job descriptions have been drafted taking into account the work that will be covered by the Integrated Commissioning Unit. The posts have all been through the usual job evaluation process and the grades have been set accordingly. The evaluation process considers a number of elements, each of which are scored. The final grade is therefore based on a range of considerations which includes areas such as line management and responsibility for staff and budget responsibility.

Version 6 18th September 2013

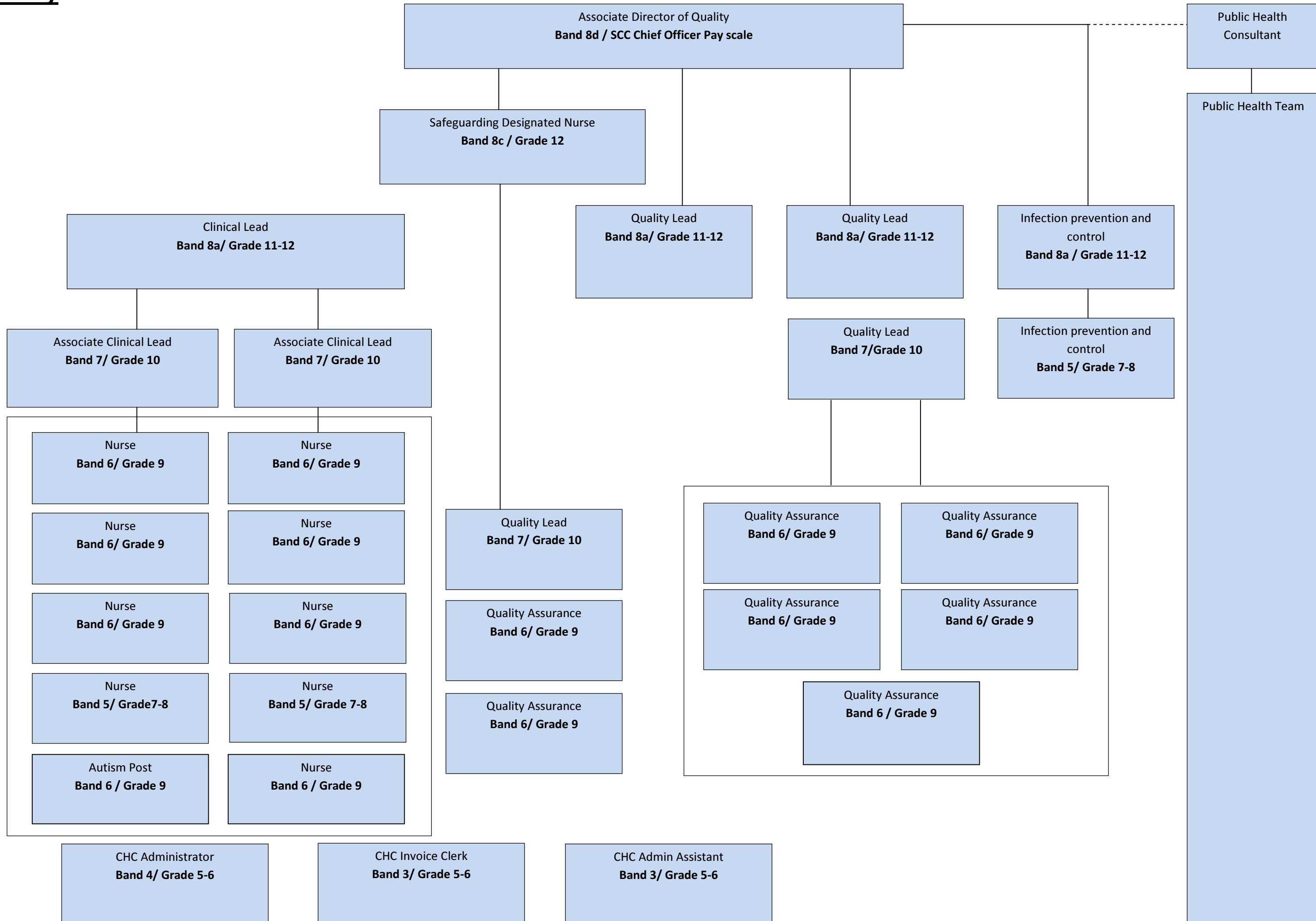
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Provider Relationships

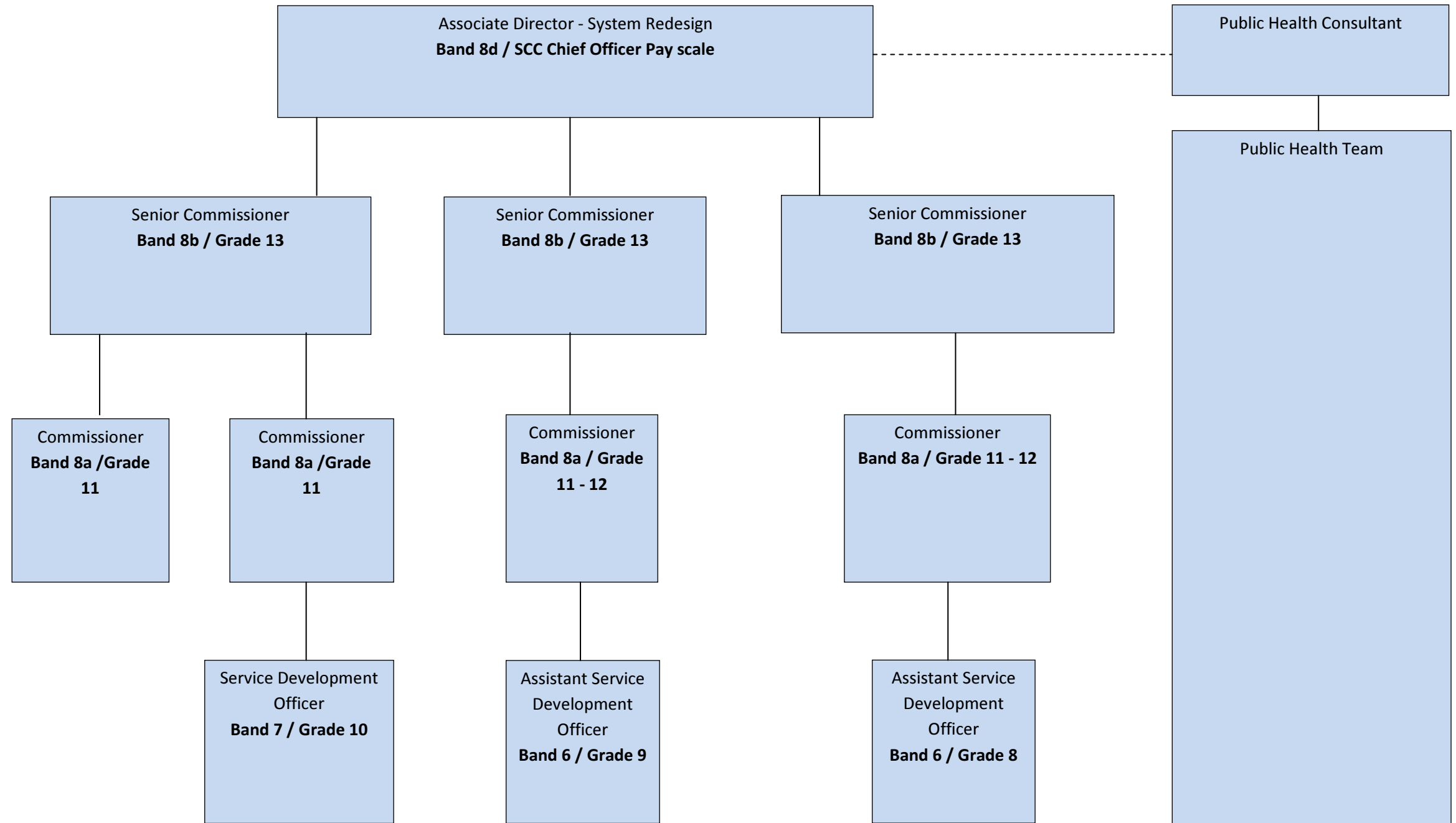
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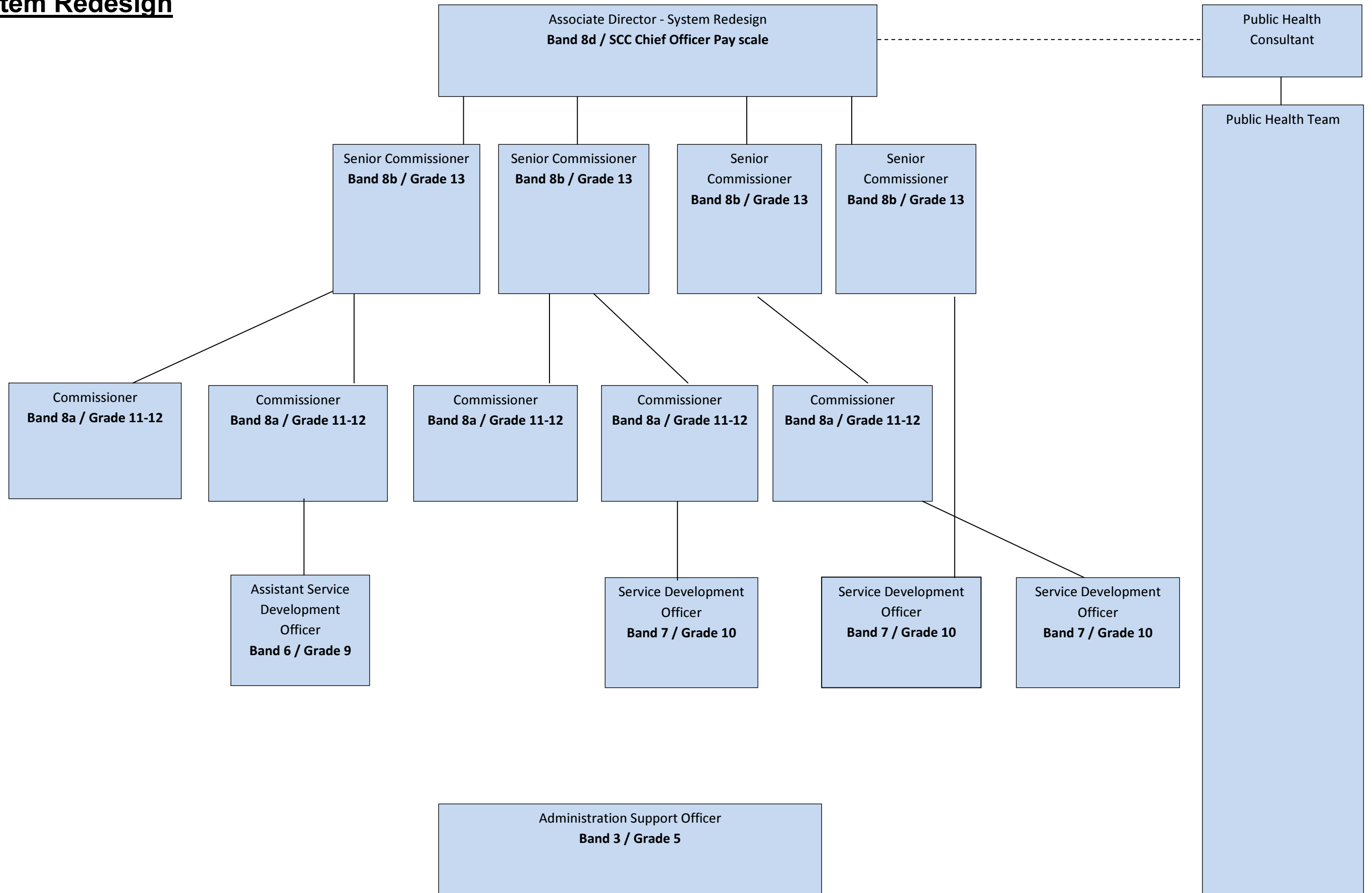
Quality



System Redesign



System Redesign



BRIEFING PAPER

SUBJECT: FEASIBILITY WORK FOR THORNHILL DISTRICT ENERGY SCHEME
DATE: 10 OCTOBER 2013
RECIPIENT: OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

THIS IS NOT A DECISION PAPER**SUMMARY:**

The Council is in the process of securing Energy Company Obligation (ECO) funding. This is a significant opportunity to provide for structural and environmental improvements to the Council's housing in the City and includes funding support for new heating and hot water systems.

An ECO funded energy improvement programme supports the Council's strategic aspirations to improve insulation and heating in its housing stock, and to provide support to residents with the aim of responding to fuel cost rises and tackling fuel poverty.

As part of this investment programme Cabinet are, at the 15 October meeting, recommended to approve the next stage of development for a District Energy (DE) scheme in the Thornhill area of the City. Such a scheme has the potential to provide fuel bill savings for residents, achieve significant Carbon reductions, provide a long-term revenue stream for the Council and generate local employment opportunities.

Investment funding for the scheme will be required from the Council using a mix of General Fund and HRA Capital. Significant ECO funding is available which is essential to the financial viability of the scheme. The scheme forms part of the overall ECO funded investment programme. There will also be ongoing revenue implications for the HRA and GF.

Cabinet is requested to approve the next phase supported by Capita, which includes: seeking planning approval; engaging with residents, securing ECO funding, developing a detailed financial business case and preparing for an OJEU tender covering a Design, Build, Operate and Maintain (DBOM) contract. The detailed financial business case will include an assessment of the capital and revenue implications for the Housing Revenue Account (HRA), General Fund (GF) and the tenants who will receive their heating and hot water from the scheme. This will be reported to Council in November 2013.

BACKGROUND AND BRIEFING DETAILS:

1. The Council approved the development of a Strategic Energy Action Plan (SEAP) in December 2012 as a response to the priority issues of energy cost, energy security and CO2 reduction, as well as other key priorities such as jobs and economic growth.
2. One of the main SEAP project streams is to secure Energy Company Obligation (ECO) funding which is currently available from the energy utilities to support the delivery of insulation and to fully or partly fund new heating installations in selected Council owned housing areas of the City. The Council is in the process of selecting a suitable strategic partner to deliver a substantial ECO programme over the next 2 - 7 years.

BRIEFING PAPER

3. ECO funding is currently guaranteed until April 2015 for completed schemes. Although there is likely to be a further ECO funding round for the period to 2020, the level of funding and criteria for investment are yet to be determined. This lack of certainty over future ECO funding is a significant driver for the actions and the timescales outlined in the Cabinet report.

Fuel Poverty and Affordable Warmth

4. The Council is committed to addressing the continuing rise in energy bills affecting its tenants and leaseholders in the City. A large proportion of the Council's housing stock in the City uses electricity as the principal means of providing heating and hot water. These heating systems are inefficient, costly to run and generate relatively high amounts of Carbon. Other heating system technology choices for the public sector housing stock are:
 - Newer more efficient and controllable electrical heating systems;
 - Individual gas boilers and where appropriate communal gas or biomass boiler district heating systems for tower blocks and larger blocks of flats;
 - District Energy networks with gas Combined Heat and Power (CHP) and biomass boilers for two or more multi occupied buildings.

District Energy

5. A related SEAP project stream is to explore the potential for developing district energy (DE) schemes in the City. DE covers both district heating and cooling, and can also include Combined Heat and Power (CHP) through electricity generation and using the waste heat for a hot water network. These schemes are seen to be the most cost effective and efficient ways to deliver heat and hot water in areas of high building density and demonstrate the following strategic outcomes:
 - Helping to tackle fuel poverty by providing residents with more control over current and future energy costs;
 - Improving building performance and reducing long term maintenance and replacement costs for alternative heating systems;
 - Producing a potential revenue stream for the scheme owner;
 - Reducing CO2 levels on a whole lifecycle basis.
6. There are currently five DE schemes in Southampton which include; Centenary Quay, the University of Southampton campus, and the General Hospital. Cofely District Energy finance, own, operate and maintain the City Centre scheme (including the Holyrood Estate), These schemes collectively reduce CO2 emissions in the City by circa 20,000 tonnes per annum and achieve in excess of £4 million savings per annum in energy for scheme consumers.
7. A number of feasibility studies were undertaken by Capita on behalf of the Council in areas identified by a 2010 citywide heat mapping exercise. The feasibility studies demonstrate that in areas of high building density DE networks could represent the best solution for heating and hot water.

BRIEFING PAPER

8. Although residents will inevitably be subject to future energy price rises, DE schemes provide the scope to fix prices below market rates to offer a degree of protection. Gas required as a fuel for a CHP engine can be purchased in bulk at a commercial rate that is much cheaper than the domestic alternative.

The Thornhill area of the City is considered to be the best starting point for developing a DE scheme in conjunction with ECO energy efficiency improvements for the following reasons:

- The area qualifies for ECO funding in the current programme with a scheme that could be brought forward quickly, delivering substantial carbon savings.
 - Most of the properties identified are in need of insulation with a large number of the current heating and hot water provision being provided by electricity.
 - There are 3 tower blocks and 88 walk up blocks within the scheme area, comprising over 1,050 individual properties in a very closely defined geographical area. This provides a good level of heat load to sustain a scheme. This would constitute phase 1 of the scheme.
 - Within the same area, there are a number of potential additional future connections including a further 550 housing units, schools, and the Antelope Retail Park, providing for further financial benefits to energy consumers and the Council. The 550 extra dwellings would constitute phase 2 of the scheme and the financial implications of this will be part of the report to Council in November. Any subsequent connections are not part of the financial appraisal at this time.
 - There is a clearly identifiable location for the heat station, on a portion of the land currently owned by the Council on the old Eastpoint school site.
9. Although Thornhill is seen as the best choice for an initial DE scheme, it is important to emphasise that this forms part of a much wider energy efficiency programme in the Council's housing stock. The delivery of a DE scheme in Thornhill should be seen in the context of a significant programme of energy efficiency works throughout the City which can be facilitated through ECO funding.
10. Due to pressures on existing resources across the City, it is recognised that the scheme would need to demonstrate a positive rate of return to be considered a viable Council investment. There has already been major investment through the CESP programme in Weston, which involved external cladding and replacement of inefficient electric heating systems in four tower blocks.
11. Capita, drawing on a substantial experience of DE and other large scale heating schemes, has developed an outline operational and financial model for the Thornhill scheme. The capital required for this scheme provides for an Energy Centre with a combined heat and power (CHP) plant, heating boilers, all associated internal and external pipe work, metering and radiators. The Capita model shows that the project is worthy of a detailed assessment.
12. The Thornhill scheme would also include a large-scale investment in insulation measures funded predominantly by ECO, which means that the overall investment in phase 1 would be around £30 million.

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RESOURCE/POLICY/FINANCIAL/LEGAL IMPLICATIONS:

Capital/Revenue

13. At the 15 October 2013 meeting Cabinet are recommended to approve the next stage in the development of a delivery programme for the Thornhill district energy (DE) scheme, supported by Capita at a cost of £90,000 funded from the HRA capital programme, with formal contract commitment decision making reports by November 2013.
14. The detailed financial business case setting out the implications for the General Fund, HRA and tenants is currently being prepared and that this will be reported to Council in November 2013.

Policy

15. A District Energy scheme in Thornhill satisfies a number of Council policies and key objectives, which are included the provisions of the Southampton Council Plan, and the Council's housing and property strategies.

Legal Implications

16. Section 1 of the Localism Act 2011 permits the Council to do anything that any other person or private body could do (the 'General Power of Competence'). The use of the power is subject to a number of pre and post commencement limitations, none of which are considered to apply in this case.

TIMESCALES

17. The proposed project plan provides outline timescales for the next phase of the development with key dates for the delivery of a scheme prior to April 2015 in order to capture and guarantee the maximum amount of ECO funding. A final decision to deliver the scheme would be required at Council in November 2013. That report will include the full financial assessment and will seek approval for the required Capital expenditure and the procurement and appointment of a preferred contractor to commence works in early 2014 (appropriate delegated approval). Subsequent stages would see design, build and operation of the plant, laying heating mains, connecting the flats to the new facility and setting up the payment mechanisms by April 2015.

Appendices/Supporting Information:

1. None

Further Information Available From:

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BRIEFING PAPER

SUBJECT: CHARGING FOR FIRST RESIDENTS PARKING PERMITS
DATE: 10 OCTOBER 2013
RECIPIENT: OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

THIS IS NOT A DECISION PAPER**SUMMARY:**

This report provides the Overview and Scrutiny Management Committee (OSMC) with a summary of the proposals to charge £30 per year for first Resident's Permits and £15 for Temporary Resident's Permits valid for 3 months in existing Residents parking Zones 1-12 & 16 with effect from 1st November 2013.

BACKGROUND and BRIEFING DETAILS:

1. The Cabinet, on 16th July, delegated authority to the Director of Environment and Economy to advertise the relevant Traffic Regulation Orders (TROs) and consider and determine any representations received to those proposals in accordance with the Council's procedures for determining Traffic Regulation.
2. The proposals were advertised on the 16th August. In response, the Council has received 828 representations with concerns or objections, which have been summarised and reviewed.
3. A Decision Report is being presented to the Director for Environment & Economy on 15th October 2013 for the representations to be considered and the matter to be determined.
4. A copy of the Decision Report is attached together with the appendices to the report.
5. Copies of the individual objections have not been included, but can be made available to OSMC upon request.

RESOURCE/POLICY/FINANCIAL/LEGAL IMPLICATIONS:**Policy**

6. Policy implications are set out in the Decision Report.

Financial

7. Financial implications are set out in the Decision report and in Appendix 9.

Legal

8. The statutory powers to undertake the proposals are set out in the Decision report.

Property

9. None

OPTIONS and TIMESCALES:

10. Not introducing these charges was rejected on the basis that the costs would otherwise have to be met by further Council subsidy funded by service reductions elsewhere, such as further reductions in enforcement costs or by reducing expenditure in other priority areas.

BRIEFING PAPER

Appendices/Supporting Information:

- 1- Decision Report 15th October 2013: Charging for Residents First Parking Permits

Further Information Available From:

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Agenda Item 8c

Appendix 1

DECISION-MAKER:	Director for Environment and Economy		
SUBJECT:	Charging for Residents First Parking Permits		
DATE OF DECISION:	15 th October 2013		
REPORT OF:	Head of Transport, Highways and Parking		
<u>CONTACT DETAILS</u>			
AUTHOR:	Name:	John Harvey	Tel: 023 8083 3927
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STATEMENT OF CONFIDENTIALITY

BRIEF SUMMARY

The Cabinet, on 16th July, delegated authority to the Director of Environment and Economy to advertise the relevant Traffic Regulation Orders (TRO's) and consider and determine any representations received to those proposals in accordance with the Council's procedures for determining Traffic Regulation Orders.

The proposals to charge £30 per year for first Resident's Permits and £15 for Temporary Resident's Permits valid for 3 months were advertised on the 16th August. In response to 13,000 consultation letters, the Council has received 828 representations with concerns or objections, which have been summarised and reviewed as part of this report. This report is presented to the Director for Environment & Economy for the representations to be considered and the matter to be determined.

RECOMMENDATIONS:

- (i) To approve the introduction of a £30 per year charge for renewals and new applications for First Resident Permits effective from 1st November 2013.
- (ii) To approve the introduction of a £15 charge for Temporary Resident Permits for first time applicants with a validity of 3 months, effective from 1st November 2013.
- (iii) To ensure that future Civil Parking Enforcement Annual Reports include details of permit income and costs in Residents Parking Zones, which will then be used as material consideration for any future variations in permit charges.
- (iv) To ensure that funding contributions are requested for Traffic Regulation Orders, in the form of parking restrictions, for developments where it is deemed appropriate to do so to mitigate against the impact of the development on the safety and amenity of

local residents

- (v) To review and update the Council's Resident Parking Scheme operational strategy in early 2014 to ensure that it reflects the current parking issues, community needs and sustainable travel policies. This will be used as the basis for review of existing Zones and the consideration of future requests
- (vi) To undertake a phased series of surveys, commencing in early 2014, of residents (Z1-12 & 16) eligible for First Residents Permits over whether they would wish their residents parking scheme to be changed or removed. Also to prioritise any changes to the existing scheme restrictions, over any possible expansion of Zones 1-12 & 16.

REASONS FOR REPORT RECOMMENDATIONS

- 1 Cabinet have approved the principle of introducing charges for First Resident's Permits in order that the schemes have a higher level of self-funding.
- 2 Cabinet has also approved the principle of introducing charges for Temporary Resident's Permits in order that the full cost of administration and issue are met.
- 3 There is a need to ensure that the assessment and justification for permit charges are transparent, so that residents may benefit from improvements in how the schemes are operated.
- 4 Members of the public have concerns that the expansion of the Southampton General Hospital and the University of Southampton, without adequate parking or travel arrangements is the root cause of many parking problems and there is therefore a need to ensure future development at these key sites is undertaken having regard to the impact on residents and parking.
- 5 There are significant concerns raised by residents as to whether the existing permit restrictions are still appropriate or whether they need to be amended or removed, subject to due process in the various zones.
- 6 Previous Council policy and practice has been driven by the need to deter weekday, non-resident/commuter parking, rather than the increasing issue of excess levels of resident parking overnight or at week-ends

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- 7 Not introducing these charges was rejected on the basis that the costs would otherwise have to be met by further Council subsidy funded by service reductions elsewhere such as further reductions in enforcement costs or by reducing expenditure in other priority areas such as CCTV. In the current budget restricted environment if a proportion of costs are not recoverable, then the council may not be able to implement new Residents parking Schemes or manage existing ones properly resulting on a detrimental impact on resident amenity and safety.

DETAIL (Including consultation carried out)

THE PROPOSAL

8 The proposal is to change two specific elements of the charging regime for Residents Parking Permits in Zones 1 -12 &16. The table below shows the current and proposed charges for Permits.

9

Permit	Existing charge	Proposed charge
1 st Resident Permit	£0	£30
2 nd Resident permit	£30	No change
Temporary Resident Permit (3 months)	£0	£15
Visitor Permit (annual)	£30	No change
Visitor Permit (day)	£6 for ten days	No change
All other permits		No change

CONSULTATION & LEGAL PROCESS

10 The Public Notice was advertised on 16th August in the Daily Echo and Hampshire Independent in accordance with the statutory requirements under the Road Traffic regulation Act 1994. In addition to the normal statutory requirements, 13,000 letters (see Appendix 1) were also sent highlighting the consultation to all households eligible for first resident permits in Zones 1-12 & 16 (see map at Appendix 2).

REPRESENTATIONS – SUMMARY

11 In response to the Public Notice, Legal HR & Democratic Services received 828 representations objecting to or expressing concerns over the proposals. The representations were registered numerically and are filed in the Supplementary Appendix. The points of objection are also tabulated at Appendix 3 and summarised below.

12 Whilst most residents appreciated the opportunity to make representations to the Council on this issue, some expressed strong disagreement with the proposals themselves. For the main part, representations were made in relation to the principle of introducing new permit charges or in reference to first Resident Permit Charges.

13 The main part of this report addresses the proposals overall, relevant material policy and financial considerations and the scale of representations from respondents. Resident Associations, petitions and Ward Councillors have also made representations and these have been presented at Appendix 4, rather than being included within the summary table at Appendix 3. These also constitute valid objection / representations and are simply separated out for ease of reference

REPRESENTATIONS - LEGAL

14 A number of residents (11) highlighted concerns over the 21 day consultation period taking place over summer leave period. Also residents (9) argued that either the letter should have been sent to a named addressee or that it arrived after the commencement date or was not received.

- 15 There were also questions over whether the matter should be decided by Cabinet in a public forum (4) or that the proposals should have been in the party manifesto (2) or why the consultation was taking place, if the Council has already decided the matter (1) (There were also concerns as to whether the Council should or shouldn't be using the City Web as part of the consultation process (2)
- 16 Otherwise respondent's (60) primary concern was the inadequacy of any explanation or case for the proposed charges (e.g. for example the absence of a financial balance sheet) and / or reference to legality of the proposing charges given the recent High Court case decision against Barnet Council for raising proposed permit charges. (See response summary at Appendix 3).

OFFICERS RESPONSE - LEGAL

- 17 Council decision making and consultations takes place throughout the year and, with the limited exception of public bank holidays, is not required to take into account seasonal considerations. Residents and business may have holidays and other commitments at any time of the year and it is not possible for the Council to take every possibility into account or to limit it's decision making and consultation processes to exclude the summer period. All statutory requirements required to be met under the Road Traffic Regulation Act 1994 in relation to the advertising of these proposals have been met. Notwithstanding that, the Council has taken representations in this regard into account and, at it's discretion, agreed to accept representations until 13th September to assist residents who indicated they were not able to respond earlier. The high level of representations received on this occasion is a good indication that the proposals have been widely advertised and received and that residents have been able to present their views within the time allowed.
- 18 Cabinet have agreed the proposals in principle subject to normal statutory advertisement procedures and consideration of representations. Cabinet specifically delegated the consideration of objections and the final decision on whether or not to implement the proposals to Officers as it is lawfully permitted to do under the Local Government Act 2000. The final decision on whether or not to implement the objections, taking into account all material considerations including all representations received, therefore lawfully rests with Officers following consideration of this report. The statutory basis for Officers to take a decision such as this is therefore fully met.
- 19 Given the range of questions raised in the representations, the Council has also provided collective response to residents clarifying the proposals and providing further information on the basis of the proposals (see letter at Appendix 8 and information at Appendix 9).
- 20 The main representations received queried whether the Council is legally entitled to introduce these charges. The statutory powers to implement the charges are detailed in paragraphs 81 and 82 below.

REPRESENTATIONS - FINANCIAL

- 21 The highest level of concerns (285) raised within the objections relate to the funding or the financial motive behind the proposals. In particular respondents (132) highlighted that this was a revenue or tax levying measure by the

Council to compensate for reductions in government funding.

- 22 Respondents (172) also felt strongly that the costs of running schemes should already be met through other means, e.g. council tax, rent, income tax, vehicle excise duty, parking charges, permit charges and revenue from penalty notices.
- 23 There were concerns to the extent that the Council is seeking to increase the contribution from residents towards the cost of permit parking schemes by this additional First Permit charge.
- 24 Certain respondents questioned how the Council could possibly justify these proposals with surpluses of £1.04M and £2.4M on its On- Street and Off-Street published accounts, respectively. A number of respondents (10) also raised concerns over the absence of any commitment of where the revenue would be spent and / or whether there would be future increases in the permit charge (23). Otherwise some residents (11) did indicate that a smaller charge may have been acceptable.
- 25 Another area of concern raised by respondents was that the costs of the schemes should be met by existing permit charges and in particular from the Visitor Permit charges introduced in 2011.

OFFICER RESPONSE - FINANCIAL

- 26 The Schemes benefit only a small proportion of the City population. For fairness reasons it is not appropriate for the schemes to be funded by council taxes which apply to all. The provision of Residents Parking Schemes costs £260k per year for administration and £112k for enforcement (2012/13). This proposal brings in income of £130k on top of £74k of existing income, meaning that at £204k this parking service remains subsidised. Only 78% of the costs of the scheme would be met by current charges and the proposed increase in charges (see paragraphs 85 and 86 for full details).
- 27 A high number of respondents argued that permit parking schemes should be funded by "Road Tax" (or Vehicle Excise Duty as it is now defined. This duty is however collected by central government. (i.e. the Duty income is not passed on to Local Authorities to be dedicated to parking or highway expenditure).
- 28 There is an understandable question as to why the Council should propose these charges when it makes a surplus on On-Street Parking and Off-Street Parking. Any On-Street parking surplus has to be spent on parking, the highway or its environment strictly in accordance with the provisions of the Road Traffic Regulation Act 1994 (see further legal paragraph below). Currently this surplus is used to help fund on and off street general public parking provision in the City and , where a surplus is generated having deducted those costs, other key transport and highway related services including CCTV monitoring and enforcement of transport matters and other similar schemes (see Appendix 9). The Off-Street surplus from SCC car parks is legally allowed to be used more widely and supports the provision of Council services in general, which would otherwise have to be reduced or cut.
- 29 Many respondents highlighted in their correspondence concerns over highway maintenance and a point made by the Local Government Association

in March 2013 that the surplus made by all English Councils in 2011/12 from On-Street / Off-Street parking of £411m needed to be seen in the context of overall Council spending on transport and highways of £8.11m

30 The last review of residents permit charges was in 2011.

31 At that time there was a high level of concerns about the misuse of (day) Visitor Permits and the cost of printing these permits (£55k in 2010/11)

32 The 2011 changes were therefore primarily intended to reduce cost and reduce misuse. Also, it was intended to share more widely the contribution to operating the schemes, with the cost of second Resident's permits being reduced from £60 to £30 at that time.

33 Permit parking schemes have not been introduced for the purpose of raising revenue, as they incur a net cost to the Council. Schemes are only introduced following statutory consultation with residents and where there is a demonstrable need to control demand for parking. The Council can however appreciate that there are concerns looking at comparative resident permits elsewhere (e.g. as one respondent highlighted £90 in Brighton) that these charges may increase over time. There are currently no further increases in permit costs under consideration.

34 Funding transparency can best be addressed by providing accounts in the future of the operation of these schemes, so that residents can view where the money is being spent and that no undue charges are being incurred. It is important that there is confidence in the management of these schemes.

REPRESENTATIONS - FAIRNESS

35 The second of highest level of concerns (260) raised within the objections relate to the fairness of the proposals. In particular respondents (139) expressed strong views that it was unfair for the costs of the scheme to be met by the lower income households without off-street parking for whom the charges in the current economic situation are unaffordable.

36 Residents also noted the removal of the 10% Council tax discount for pensioners, new charges for the disposal of green waste and other increasing living costs, for communities on fixed incomes (e.g. pensions or earnings without pay increases).

37 It is understandable that with the increasing financial pressures on households, residents are concerned about being able to afford these new charges.

38 Another argument presented by many residents (127), was that it is not right to charge people for parking a vehicle outside their own home. Residents (47) also highlighted that it was in unfair for some residents to have to pay to park on-street, when residents in other areas of the City do not.

OFFICER RESPONSE - FAIRNESS

39 The First Permit charge of £30 per year equates to £1.20 per week and is therefore a small element of the running costs of a motor vehicle. Given the concerns received about the ability to pay this amount, it is proposed to explore mechanisms to allow staged payments to spread the cost for low income groups.

40 There is no legal right to park your car outside your home, although many residents clearly enjoy this facility where demand for parking is low. Where parking regulations are required for congestion reduction or safety, parking demand and turnover can be controlled by permit restrictions.

41 First Permits will allow residents access to available parking spaces during the times of operation of the scheme.

REPRESENTATIONS - PLANNING

42 Another area of concern raised by respondents (85) was that the parking problems in their locality were not of their making and that the Council should address the problems at source, rather than charging residents. Residents (34) highlighted that the Council's planning policy had allowed the growth of new developments and HMOs without adequate parking off-street.

43 Respondents (39) in Zone 6 and Zones 9-12 argued that it was the Council's responsibility to either make the University of Southampton (UoS) provide adequate parking (or utilise existing parking) to address the on-street parking problems of their making or make the UoS pay to fund these permit parking schemes through development funding. Residents also expressed frustration at the social problems they experienced through living in proximity to UoS.

44 Residents in Zone 7 (18) considered that the Council should make the NHS fund the cost of the scheme around the General Hospital or make the General Hospital provide adequate staff parking. Respondents in this locality also expressed concern that it was wrong for local residents to suffer from the proximity of the General Hospital, when this facility served the city and a wider regional community. Similar objections were raised by two Ward Councillors (see Appendix 4).

45 A number of residents questioned why if the Stadium scheme was funded by the Southampton Football Club does this principle not apply around the General Hospital and UoS.

OFFICER RESPONSE - PLANNING

46 In considering new developments, the council works with developers to assess transport impact and mitigate them within the context of national legal and policy restrictions as well as local planning policies. The council is committed to making such developments sustainable and has parking standards it publishes and uses. It is also working closely with the University and Hospital on their travel plans.

47 Both the University and Hospital travel demands result in spill over parking demand. In both cases travel plans and strategies are deployed to mitigate and manage travel. In some cases they have paid for Residents Parking Schemes to be implemented.

48 The Council has introduced new Parking Standards for developments (9/2011) which seeks to address this problem in future developments.

49 The Council is also applying the Mandatory HMO licensing levels which came into force on the 6 April 2006. This has introduced additional HMO licensing in four wards of the city - Bargate, Bevois, Swaythling and Portswood (7/2013).

50 The Council will continue to secure contributions from developments towards existing and new Residents Parking Schemes where the legal tests are met. The implementation of CIL (Community Infrastructure Levy) for calculating the levels of contributions will ensure a consistent approach to developments in the future. Site specific contributions to local issues will still be possible although these will be less common.

51 The Residents Parking Schemes around the Southampton Football Club were introduced as a direct result of the Club constructing a new stadium in an inner city area with direct impact on local residents. They only operate on match days where there are demonstrable demand issues arising from spectator demand and are funded by the Club.

REPRESENTATIONS - PERMIT PARKING

52 252 respondents raised objections or qualified their objections in relation to the permit schemes. Many of the respondents (115) expressed dissatisfaction with the service provided by the schemes. The main concern (71) was that the schemes were not perceived as being adequately enforced.

53 Respondents (64) indicated that a charge might be acceptable if residents (or their visitors) were able to park their vehicle near their property (60) and this point was similarly reflected in representations (55) that the restrictions needed to be changed (e.g. operate into the evening, weekends or become permit parking only) for the schemes to be effective.

54 Other respondents (52) requested the restrictions be removed on the basis that they were opposed, not consulted over or only accepted on the basis that there would not be a cost for residents. In some cases respondents questioned whether there was ever a need for the restrictions in their street.

55 A number of respondents also were concerned over the unintended consequences that would arise from these charges, including the loss of front gardens (15) and the displacement of vehicles to unrestricted roads or onto lengths of waiting restrictions (13). Some respondents (4) also argued that the charges could depress property prices or questioned the exclusion of the Stadium Scheme from the permit charging proposals.

OFFICER RESPONSE – PERMIT PARKING

56 The representations regarding the permit parking schemes themselves have been highly informative. In recent years, the Council has concentrated its resources on extending the coverage of these schemes where requested by local communities. In doing so it is apparent that we have not reviewed the operation of the existing schemes. Although the respondents are only a sample of eligible residents for permits, there is apparent dissatisfaction with the amount of enforcement, the hours/days the schemes operate and the type of restriction (e.g. with 2hour limited waiting) in all areas.

57 Around 40% of Civil Enforcement Officers time is spent enforcing these Zones. It may be that the enforcement activity is not observed by those residents who are out of their homes during the day.

58 There were concerns expressed to suggest that in some roads or localities permit parking is no longer required. It is therefore clear that whatever the outcome of this decision process, that further consultation is required on the

design and scope of the existing schemes to ensure they remain necessary and fit for purpose going forward.

59 It is not feasible to guarantee a parking place or provide dedicated bays for households as demand far exceeds available road space and layout. There is an understandable concern over resident's paying for parking permit when they are unable to park near their property. This needs to be understood better, to see whether for example extended hours could practically help address this concern.

60 The criteria for resident parking schemes need to be reviewed, together with criteria for amending or removing restrictions. This can also be more problematic where these restrictions are more fragmented as in Z16, the Shirley Area

61 The Stadium scheme was not included in these proposals as it only operates during events and is funded by Southampton Football Club, following its relocation to St Mary's.

REPRESENTATIONS - PUBLIC TRANSPORT & OTHER BENEFITS

62 Many respondents (78) were critical of Council suggesting that permit restrictions or charges would promote public transport, improve road safety, reduce carbon emissions or reduce obstructive parking. Respondents (38) were critical of the Council's view that buses were a viable option given the cost, inflexibility and adequacy of services. A number of residents also questioned the Council's commitment to this policy given the recent cuts in Council subsidies (£404K for 2013/14) and loss of services (see Appendix 5)

63 Residents highlighted that local bus services are now being removed, are unsuitable for many journeys and / or prohibitively costly. Residents (28) also considered that a car remained essential for most families.

OFFICER RESPONSE – PUBLIC TRANSPORT & OTHER BENEFITS

64 Many Resident Parking Zones were designed to deter non-resident or commuter parking around major attractions in the city where demand for parking exceeds space available. The Uni-Link bus service grew from 1m to 4m passengers during the previous decade and is an example of how these schemes can help support local bus services. This also reduces traffic, congestion and carbon emissions around the University and wider city. Following changes to SCC subsidies to buses nearly all routes are now running commercially (see Appendix 5).

65 The Permit schemes assist the demand for day time bus services to the city centre. The General Hospital and UoS permit schemes encourage many commuters to use public transport.

REPRESENTATIONS - TEMPORARY RESIDENTS PERMITS

66 Whilst most representations objected to the principle of introducing new permit charges, there were a relatively low number (18) of specific references to Temporary Resident's Permits. A number of respondents (17) highlighted that there should be no charges for these permits, or that the charges were excessive (6). Other residents however were concerned about the misuse of these permits (2), or advised that they had no issue with the proposed charge

(6).

67 A number of respondents (12) had misunderstood that these permits were in some way a replacement for Visitor permits or second Resident's Parking Permits or did not understand the purpose of these permits (3). There were individual concerns about these permits being issued to non UK registered vehicles, that the charges could increase over time or that this would add to the administration costs (see summary at Appendix 6).

68 Newtown Residents' Association highlighted that many people taking advantage of this facility will then pay the further charge for a Resident's Parking Permit.

69 There were also concerns from some residents and the East Basset Resident's Association over misuse of these permits.

70 Foreign vehicles owners will only be allowed to apply for a total of 6 months Temporary Residents Permits.

OFFICER RESPONSE - TEMPORARY RESIDENT PERMITS

71 The Council considers that these permits are a necessity for many residents when they are moving residence.

72 The charge will encourage people to apply for a First Residents Permit in a timely manner and avoid the need for a temporary Resident permit, thus avoiding the need to apply for both.

73 The Council considers that misuse of these permits will reduce if a charge is applied.

74 Overall, it is expected that the introduction of this charge will reduce the number of Temporary Resident's Permits issued (2,483 in 2012/13) as well as off-setting the administration costs.

REPRESENTATIONS - ALTERNATIVES

75 Respondents highlighted a range of preferred alternatives (see Appendix 7) of which the most common were increasing the effectiveness and efficiency of enforcement (26), reducing unnecessary Council expenditure (24) and / or increasing the charge for second permits (19). A number of respondents (18) also highlighted that there should be a reduced charge for senior citizens or people on low incomes or that occasional users should be exempt.

OFFICER RESPONSE - ALTERNATIVES

76 There are a range of alternative options that residents have suggested. Some such as increasing the charge for penalty charge notices are outside of Council control. Others such as increasing the charge for second Resident's Permits would need to be part of wider consultation. The Council budget proposals for 2013/14 were open to public consultation and it is through this opportunity that members of the public can highlight areas where they consider expenditure could be reduced or redirected.

77 The requests for enforcement 7 days a week, 24 hours a day would be prohibitively costly to introduce.

78 To Improve the cost-effectiveness of the management, administration and

enforcement of permit parking schemes, the council is intending to

- automate the issue of permits
- investigate longer term permits (more than 12 months)
- Review the existing schemes
- Communicate with residents better

79 It is not Council policy to differentiate charges for parking in Residents parking Schemes by occupation, age, religion, income or type of residence. (see Appendix 10)

RESOURCE IMPLICATIONS

Capital/Revenue

85 The **current annual cost** of administering the issue of permits and managing the Residents Parking Schemes in the City is:-

	EXPENDITURE	INCOME	BALANCE
Administering permit applications and issuing permits	£135,000		
Traffic Regulation Orders and permit enquiries:	£30,000		
Signs, lines and scheme maintenance	£60,000		
Web management and IT systems support	£25,000		
Legal costs	£10,000		
2 nd Resident and business permits		£26,000	
Visitors and annual visitors permits		£48,000	
	£260,000	£74,000	£-186,000

86 The **proposed annual cost** of administering the issue of permits and managing the Residents Parking Schemes in the City is expected to be:-

	EXPENDITURE	INCOME	BALANCE
Administering permit applications and issuing permits	£135,000		
Traffic Regulation Orders and permit enquiries:	£30,000		
Signs, lines and scheme maintenance	£60,000		
Web management and IT systems support	£25,000		
Legal costs	£10,000		
2 nd Resident and business permits		£26,000	
Visitors and annual visitors permits		£48,000	
First Permits ¹		£130,000	
	£260,000	£204,000	£-56,000

In addition to the administration and permit costs, there are costs to enforcing these schemes.

Property/Other

87 None

LEGAL IMPLICATIONS

Statutory power to undertake proposals in the report:

88 Southampton City Council is the Local Transport Authority for the City and as such has the powers to implement Traffic Regulation Orders under the Road Traffic Regulation Act 1984.

89 The Road Traffic Regulation Act 1984 enables the introduction of permit charges as part of a Traffic Regulation Order to control parking.

Southampton City Council's on-street parking charges are set having regard to s122 of the Road Traffic Regulation Act 1984 (RTRA 1984). On street parking surplus use is subject to the restrictions set out in s.55 RTRA 1984. . When setting charges the council does so in line with its published parking policies and the needs and demands of traffic and parking management first and foremost. Charges are set at a level that seeks to ensure the administration and enforcement of both on and off street parking are, as far as possible, self funding and not subsidised from other council funds.

Parking charges and enforcement activities are essential to keep traffic moving and avoid congestion and also improve road safety and manage demand for road space effectively, including supporting local businesses. Management of parking in the city also assists with promoting modal shift and reducing carbon emissions and takes into account the availability or otherwise of alternative parking facilities.

Southampton City Council parking revenue is used to pay for the parking service (both on and off street). Any surplus, if generated, is used in accordance with s.55 RTRA 1984 and goes towards highways and transport services, supporting the maintenance of roads and footpaths, supporting bus services, and funding transport and highway improvement schemes across the city

Other Legal Implications:

90 In preparing and determining the proposals set out in this report the Council is required to have regard to the provisions of Equalities legislation, the Human Rights Act 1988 and s.17 Crime and Disorder Act 1998 (the duty to have regard to the need to remove or reduce crime and disorder in the area).

91 Parking is not in and of itself a property right. Any change to on street parking arrangements does not therefore constitute an undue interference with the property rights protected by the Human Rights Act 1998.

92 However, it is recognised that the availability of parking can have an indirect impact on property rights. The proposals in this report, and any interference with any individual's expectations in relation to parking or how that may affect their properties, are considered necessary and proportionate in order to maintain the effective operation of area-wide permit parking schemes in the city where demand exceeds available space.

POLICY FRAMEWORK IMPLICATIONS

- 93 The Parking Policy is compatible with the Local Transport Plan (LTP) and also the Local development Plan (LDP), these being the statutory planning documents for the City, and form part of the Council’s Policy framework.
- 94 The Parking Policy takes into account how parking contributes towards the achievement of wider policy objectives such as promoting economic development, reducing environmental impact and improving standards of health.

KEY DECISION? Yes

WARDS/COMMUNITIES AFFECTED:	All
------------------------------------	-----

SUPPORTING DOCUMENTATION

Appendices

1.	Letter advising Residents of proposed new Permit Charges
2.	Map of Zones 1-12 and 16
3.	Summary of Representations (General)
4.	Representations from Resident Associations, Petitions & Ward Cllrs
5.	Table of Bus Services with service changes July 2013
6.	Summary of Representations on Temporary Resident's Permits
7.	Alternatives to introducing new permit charges
8.	Letter / Email to Respondents
9.	Supporting Financial Information
10.	Integrated Impact Assessment

Documents In Members' Rooms

1.	None
----	------

Equality Impact Assessment

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

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

Title of Background Paper(s)	Relevant Paragraph of the Access to Information Procedure Rules / Schedule 12A allowing document to be Exempt/Confidential (if applicable)
------------------------------	--

1.	Original correspondence	
2.	Correspondence received after the acceptance date	
3.	Pertinent correspondence received after publication of this report	
4.	Parking Policy –Provision and Management 2008	
5.	Local Transport Plan	
6.	Local Development Plan	
7.	The Councils Civil Parking Enforcement income and expenditure annual report 2011/12	

APPENDIX 1

Transport, Highways and Parking Division

Parking Services

Southampton City Council
PO Box 1098
Southampton
SO14 7WE



Direct dial: 023 8083 3008
Text Relay: Dial 18001 before full telephone number
Email: parking.services@southampton.gov.uk
Please ask for: Parking Services

Fax:
Our ref:
Your ref:
Minicom:

The Resident

Date: 16 August

2013

Dear Resident

CONSULTATION ON CHARGES FOR RESIDENTS PARKING PERMITS IN ZONES 1-12 & 16

I am writing to invite your views on the proposed introduction of new charges for residents' parking schemes in your area. The new proposed charges are:

- £30 per year for Residents First Parking Permits; and
- £15 for Temporary Resident Parking Permits, valid for 3 months where no current charges apply.

If approved through due process, these new charges will be introduced during the autumn of this year for all new applications and renewals. All other permit charges, conditions and operation of the schemes will remain the same. Whilst we appreciate the financial pressures on residents, these charges are being proposed to help fund the cost of introducing, administering, maintaining and enforcing these schemes. Charges are being proposed at a level that seeks to ensure the schemes are not subsidised from other Council funds.

Resident parking schemes have been introduced at the request of communities to help to manage the available on-street parking to the benefit of residents and their visitors. This managed parking also helps to reduce traffic, congestion and carbon emissions by promoting public transport and can improve road safety by reducing obstructive parking.

The public consultation for these proposals will commence on 16th August 2013 for a period of 21 days. Any representations registered with Legal Services by the deadline of 6th September 2013 will be considered when reaching a decision whether to proceed or not. To register an objection or a view on the proposals you can either email: Traffic.Orders.Legal@southampton.gov.uk or write to: Richard Ivory, Head of Legal, HR and Democratic Services, Southampton City Council, Civic Centre, SOUTHAMPTON, SO14 7LY.

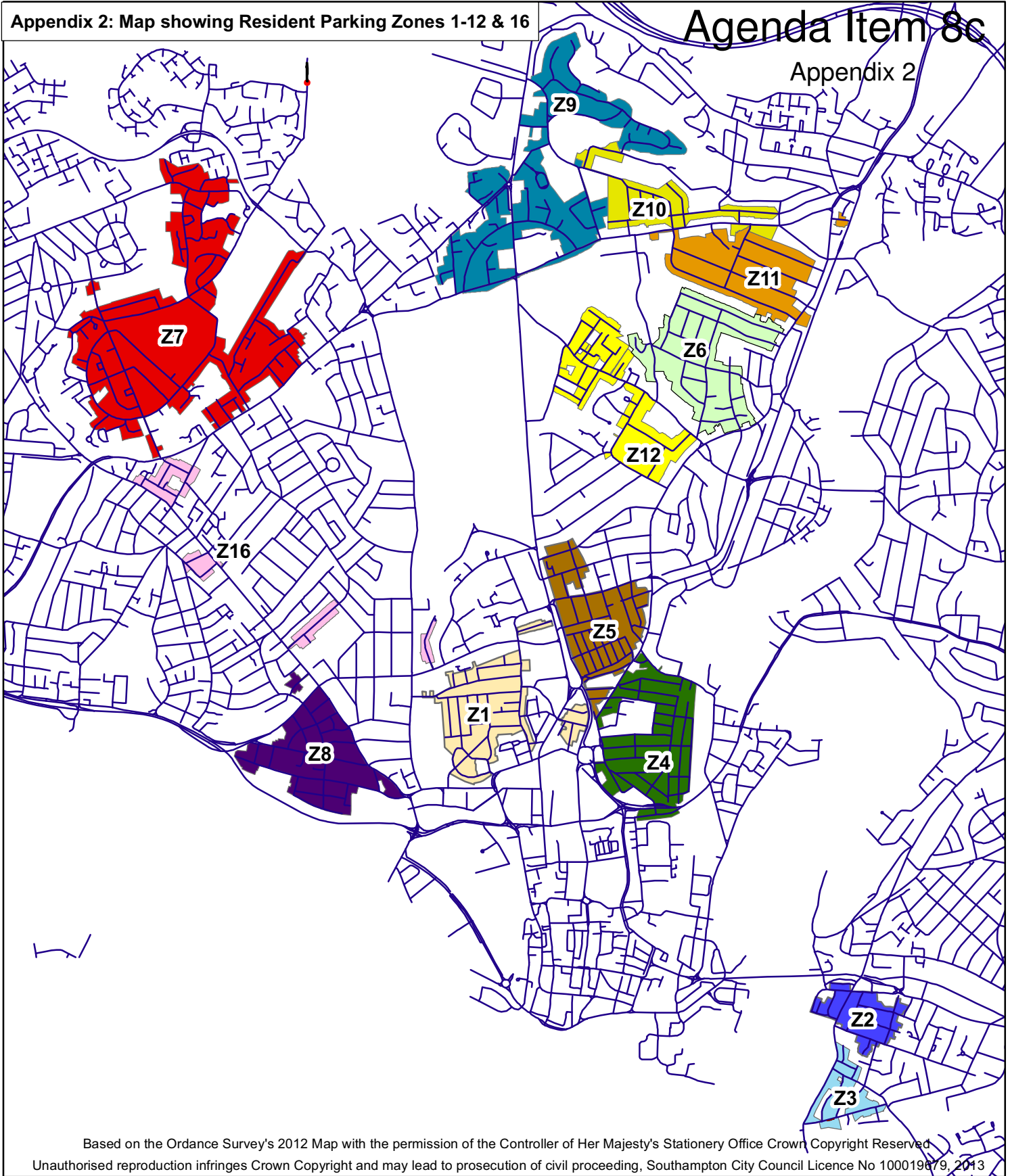
The Council's website has a dedicated Question and Answer page about these proposals at www.southampton.gov.uk/parking_consultation
Alternatively, if you would like to talk to us about them, please call 023 8083 3008

Yours faithfully,



Parking Services
Southampton City Council

If you would like this letter sent to you in another format or language, please contact the number at the top of this letter.



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N
 Highways Service Partnership
 Graham Muir, Traffic Engineer
 Traffic Management
 City Depot & Recycling Park
 Southampton
 SO15 0LJ

Highways Service Partnership

Balfour Beatty

SOUTHAMPTON CITY COUNCIL

Title *Map showing location of Permit Parking Zones 1-12 and 16*

Key

- Zone 1: Polygon*
- Zones 2 & 3: Woolston*
- Zone 4: Newtown / Nicholstown*
- Zone 5: Bevois Town*
- Zones 6, 9, 10, 11 & 12: Bassett, Hampton & Highfield*
- Zone 7: Coxford*
- Zone 8: Freemantle*
- Zone 16: Shirley*

Plan Number: GMRPSv1

Date: 16/9/13

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Agenda Item 8c

Appendix 3: Summary of representations opposed to proposed Permit Charges	Appendix 3
Finance	
This is a revenue generation measure or tax levy by the Council	132
There is no commitment as to where this money will be spent or publically accounted for	10
Road tax, income tax, council rent/ tax, permits, parking charges & pcn revenue should fund these schemes.	172
A nominal or lower charge for first permits would be more appropriate and possibly acceptable	11
Charge for Temporary Resident's permit is too high	1
There is no indication that the charge for permits will not increase or charges will increase	23
Total number of respondents making representations in relation to Finance	285
Fairness	
Unaffordable and / or unfairly impacts on lower income households (without off-road parking or only one vehicle)	139
Discrimination for some residents have to pay for parking when other residents or non-residents do not.	47
It is not right to charge residents to legally park outside their own property on the public highway	127
Total number of respondents making representations in relation to Fairness	260
Planning	
The Council have caused the parking problems through allowing HMOs/developments without adequate parking	34
The Council should make UoS provide parking for staff and students and/or pay for schemes	39
The Council should make SGH provide parking for staff and students and/or pay for schemes	18
Total number of respondents making representations in relation to Planning	85
Permit Parking	
The permit restrictions/service or proposals are not providing enough benefit to residents	115
Permit or other restrictions are not being effectively enforced	71
Should not be charging without a parking space or providing enough parking for residents (and visitors)	64
Permit charges will encourage residents to remove from gardens and replace with off-road parking	15
Displace parking to no waiting restrictions or to other unrestricted roads or parking areas	13
Stadium scheme should not be excluded	1
Need to be extended or amended to protect residents from non-resident or commercial parking (day, evening, week-end)	55
Never asked for, opposed or should now consult over removal of restrictions	52
Will depress property prices	4
Total number of respondents making representations in relation to Permit Parking	252
Public Transport & Other Benefits	
Public transport or cycling inadequate and / or too costly as an alternative to owning a car	38
Do not improve public transport, road safety, congestion and carbon emissions or reduce obstructive parking	46
Total number of respondents making representations in relation to public transport or other scheme benefits	78
Legal	
No evidence or insufficient case or questioning the legality of proposed charges	60
Letter was not sent with to a named addressee or on a headed envelope or in time or not received	9
Email address for responses was wrong	1
Should not have consulted as it will be implemented anyway	1
Should not be using the internet for communicating information	1
Should be using the internet for communicating information and allowing wider consultation	1
Not included in manifesto of Labour Party	2
Should not have been sent out during peak holiday period or consultation period needs to be extended	11
Did not engage community groups or hold public meetings or consult effectively	1
Should be decided by Cabinet not Officers in a public meeting	4
Total number of respondents making representations in relation to Legality	78

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1) Representations from East Bassett Residents' Association (EBRA)

Dear Mr Ivory

Consultation on Charges for Residents Parking permits in Zones 1-12 & 16

On behalf of this Association which includes Zone 9 and part of Zone 10, I make the following objections to the introduction of a charge for a Resident's First Parking Permit and the introduction of a Temporary Resident Parking Permit.

The reasons for objection are as follows:

£30 charge for first parking permit

- Nearly all of the zones covered have been created because the presence of large institutions of higher education or proximity to the General Hospital bring a high volume of traffic affecting residential streets together with obstructive on-street parking by non-residents.
- Residents within those zones with more than one car in the family already pay to park a second car near to their own homes.
- Residents within those zones have the disadvantage of needing to ensure the use of visitors' parking permits for their visitors in order to avoid a fine.
- The greatest burden of meeting costs for parking in their own street falls on houses where there is little or no space to get cars off the road, such as in the Flower Roads which form part of this Association.
- Whole swathes of the City have no restrictions placed on parking in their own streets, are free from excessive traffic and obstructive on-street parking, do not have to make special arrangements for parking when a relative or friend calls or a tradesman mends a broken window.
- The benefits of managed parking listed in paragraph 3 of Mr Harvey's letter of 16 August affect everyone using roads so managed and the cost should be shared by all rather than the burden fall solely on the already inconvenienced people living where the weight of traffic and on-street parking has necessitated the creation of parking zones in residential streets.
- Unless everyone in the City, using the public road to park a car, pays an equal fee to do so it is unjust and discriminatory to charge those who happen to live in residential streets in a parking zone created by the Council in order to maintain normal traffic flow.
- This Association opposes the imposition of a first car charge of £30.

£15 Temporary Resident Parking Permit

- Introduction of a charge would only be acceptable if payment of a fee would not lead to an increase in the number of applications.
- Concern has been expressed by members of this Association that users of temporary permits might be students and encouragement of any additional parking by use of such permits would undermine the aims of residential parking schemes in the reduction of on-street parking.
- Introduction of a charge would only be acceptable if the circumstances for issue of a temporary permit will be clearly laid down and firmly adhered to.
- Introduction of a charge would only be acceptable if it is shown that the income gained would be significantly greater than the administrative cost of collecting the money.
- Any increase in the use of temporary permits would place a greater burden on Traffic Officers which could lead to a greater incidence of unrecorded infringements.

Appendix 4: Resident Association, Petition and Ward Councillor Responses to Public Notice (continued)

2) Representation on behalf of Highfield Residents' Association (HRA)

This is a provisional comment made on behalf of the Highfield Residents' Association, pending its committee meeting on 9th September. There are questions raised (in bold) below to which response is needed before the end of the consultation period so that a supplementary response can be made. **Please confirm by return that you will be providing these responses in time.**

We are encouraging members to respond to the consultation on their own behalf also, but some may not do so in the knowledge that the HRA is representing their interests. **Please therefore give this response weight that reflects the fact it represents the views of multiple residents.**

The comment is provisional because the Association's committee meets monthly - not an unusual pattern for many community groups. Your consultation period however started after our August meeting and is intended to finish before our September meeting (on Monday 9th). This is the subject of our first objection.

Our comments are:

1) The consultation period is too short for many to respond - it does not allow time for the monthly meeting cycle of associations such as the HRA to consider the proposals. Furthermore it is taking place during the main holiday period for the UK when many anticipated respondents will be away from home. If this was inadvertent then it is incompetent. If it was not inadvertent then it is cynical, as its only effect can be to deprive people who may have wanted to comment the opportunity to do so. **Please confirm by return that the consultation period will be extended until at least 16 September. Assuming that is agreed, could you please respond by 9 September to the queries we raise, to enable a return response in time.**

2) The consultation letter dated 16 August is not clear to those without a prior knowledge of the terminology used. This writer for one has no idea what 'Residents First Parking Permits' refers to. Is it the first permit issued to any particular resident? Or is it a sobriquet describing the fact that residents are meant to come first in the allocation of permits? Or some other meaning? What is a 'Temporary Resident Parking Permit? Is it a permit for a someone who intends being resident only for a short time in the area? Or is it a temporary permit for any resident? And is it valid only for 3 months, or only in those areas where currently no charges are levied. How does this relate to the visitor parking permits that residents have to enable friends etc to park nearby for a day or so? Is it the same thing? If so, why have they only got a life of 3 months, when what is needed is a supply that can be used as and when over a much longer period? **Please respond to these queries.**

3) The Council's logic for the schemes being self funding and not being subsidised from other budgets is understandable. However the main cause of the need for the parking schemes in the HRA area is the University. Before its expansion over the last 20-30 years there was no need for parking controls on residential streets nearby. It should thus be the University who is responsible for the funding the parking schemes, not residents.

4) The implementation of the scheme in the Battle roads/Highfield Road was paid for by the University as part of the planning agreement for the Avenue Campus permissions. That agreement should have included a commuted sum for ongoing maintenance/management of the scheme. If it did not, that was a failure of the officers who drew up the planning agreement/Panel who agreed it, for which residents are now being asked to pay. If it did, then there is no legal justification for charging residents, at least within the Avenue Campus hinterland. **Please clarify the position on this matter.**

Appendix 4: Resident Association, Petition and Ward Councillor Responses to Public Notice (continued)

5) Similarly, many recent developments such as Boldrewood, the new buildings either side of University Road and redeveloped halls of residence should have been subject to s106 planning agreements and a DAS which should have explained what transport arrangements were being made for the additional activity generated by those buildings. The inevitable result of the increased activity and what is presumed to be sustainable transport encouragement would have been known to be the control of on-street parking in the area to manage the effects of the inability/unwillingness of the developer to meet the full anticipated parking requirements on its own land. For this there should have been s106 monies required by SCC of the developer to finance not only specific works, but the ongoing cost of managing the schemes. If these monies were not required by SCC then this is a failure of its responsibilities for which residents (already inconvenienced by the destruction of family housing areas through the creation of HMOs - its self a result of the failure of the University to meet the accommodation requirements of the additional students that result from its expansion plans) are being asked to pay. In other words, are residents are being asked to subsidise the business cost of the University because SCC has failed to apply its statutory powers effectively? If commuted sums have already been taken to administer residents' parking schemes, then the current proposal is of suspect validity and could mean that the University could apply in the courts for return of previously paid monies. **Please therefore confirm by 9 September the position on s106 requests and payments for transport/parking (including management of residents' parking schemes) in association with planning permissions granted to the University over the last 20-30 years.**

6) If there have previously been insufficient or no monies received from the University towards the administration of residents' parking schemes, has the University been asked to make an adequate contribution voluntarily, given that it is the sole cause of the need for schemes in the Highfield area? **Please confirm the position.**

Appendix 4: Resident Association, Petition and Ward Councillor Responses to Public Notice (continued)

3) Representation by Newtown Residents' Association with Petition (146 people)

Dear Mr. Ivory,

Re: Consultation on Charges for Residents Parking Permits in Zones 1 – 12 & 16

Your letter seeking residents' views on the proposed introduction of new charges for residents' parking schemes was brought to the Annual General Meeting of the Newtown Residents Association on 20th August 2013 for consideration by attendees.

Please note that the letter was sent on the 16th of August, however the residents in this area did not receive the letter until approximately 4 days later. This did not give the full 21 days consultation period, however following discussions amongst those present, the decision voted for was to reject both the proposed £15 for Temporary Resident Parking Permits charge, valid for three months, and the £30 per year charge for the Residents First Parking Permits.

Their reasons stated are as follows:

Resident First Parking Permits

Many people are required by their jobs to be car owners & drivers and some local households have one vehicle only. This resident and car owner already pays road tax and their council tax and has no alternative, in a terraced homed street with no front garden area, to park the vehicle anywhere except the road.

There is no security in parking in the street, and absolutely no guarantee for the resident that they will be able to park in their own street.

Due to visitors to the local hospital, businesses and places of worship all located in this area, the resident may be obliged to park several streets from their home.

This uncertain parking arrangement is reflected in increased premiums on car insurance.

Insurance companies realise the likelihood of damage to a vehicle not parked on the residents' property and not within view of the householder, is greatly increased through on street parking.

The residents therefore object to being penalised by yet further charges imposed on First Parking Permits holders.

Temporary Resident parking Permit

A resident may have to change their vehicle. In the period of time spent waiting for the vehicle log book and documentation to come through, the resident/ driver takes time out of work to go to Gateway and request a temporary parking permit. If it takes about a week for documentation to come through, this will mean the car owner will have paid twice: £15 for the temporary permit followed by £30 for the permanent parking permit, on top of having to take time out again to return to Gateway and go through the process of applying for a permanent parking permit.

Newtown Residents Association members wish to declare their objections to:

- the proposal of First Parking Permit holders being charged to park somewhere in their Zone and
- to the proposal of £15 being charged for Temporary Resident's Parking Permits on top of the fact that visitors permits now cost £6 per book of 10.

Appendix 4: Resident Association, Petition and Ward Councillor Responses to Public Notice (continued)

In times when people's work requirements so often necessitate having a vehicle, and when petrol costs are higher than they have ever been, the proposal of more charges for no extra service to the resident/ car owner is not considered to be acceptable and could be unviable for those already on very limited household income.

An example of those who may find this unviable are the many care workers amongst our residents. In many cases they are the main source of household income due to unemployment in their household. Care workers wages are not high and their working day is often very extended due to the nature and timing of their work. Care worker agencies pay extremely low car mileage and the introduction of First Parking Permit holder charges on a single car and often single wage household will have a detrimental impact on earnings.

The Newtown Residents Association wish to recommend that Southampton City Council reconsiders these new charge proposals.

4) Representation from a Trustee of the Portswood Resident Gardens Trust

Subscribers make up nearly 90% of the households in the Portswood Resident Gardens Conservation Area (PRGCA) which includes a number of the roads within Zone 12.

We object to the proposed introduction of new charges for the residents parking scheme in vicinity of the PRGCA for the following reasons:-

1. The RPZ 12 was extended early in 2012 to include Abbots Way and Russell Place. The improvements to access and health and safety for residents has been welcomed and residents have accepted they must pay a charge if they require more than the first permit. However, the imposition of a charge for the first parking permit is now seen as another unwelcome tax by the Council, particularly when many households are under financial pressure. The imposition of this charge is particularly unwelcome in the PRGCA as most residents consider the problems caused by non-resident parking are mainly generated by the University of Southampton failing to manage the demand for parking facilities by its staff and students.

2. The Council has in the past recognised the importance of the management and control of all day parking in residential areas by non-residents and, until now, have maintained the principle of first Residents Permits being free of charge. This approach has been welcomed by residents and should be maintained. The imposition of the charge for the first Residents Permit is particularly contentious in the PRGCA where the majority of households are paying Council tax in band F, G or H.

3. We are also concerned that the consultation period for this proposed change is too short and has not been sufficiently well advertised to allow those household that will be affected by the proposed charge to become aware of the proposal and respond within the consultation period.

4. The principle that the parking scheme should not be an additional financial burden on the Council's already strained resource is understood. However, there is a strongly held view that as the main cause of the problem of non-resident all day parking is caused by the University, it is the University that should be required to meet the cost of a parking scheme to mitigate the problem it has created and failed to manage effectively.

5. Given the recent developments at the University such as Bolderwood, the new buildings either side of University Road and the redeveloped halls of residence, there has been ample opportunity for the Council to negotiate terms by means of s106 conditions in the granting of planning permission whereby appropriate parking

Appendix 4: Resident Association, Petition and Ward Councillor Responses to Public Notice (continued)

arrangements and ongoing financial contributions could be required as a condition of the planning permission. Failure to obtain such mitigation and safeguards to offset the increased demand for parking reflects poorly on the competence of the Planning Department. Furthermore, it now appears a proportion of the cost of this failure is being imposed on local householders through the imposition of these charges for first parking permits.

These additional charge should not be imposed on local residents and household. The University should, as a condition of granting permission for future development, be required to provide sufficient funds to effectively manage the parking problem they have created in the PRGCA and RPZ 12.

I look forward to hear that this proposal to impose a charge for the first Residents Parking permit is withdrawn.

5) Representation by Coxford Ward, Councillor Thomas and Councillor Morrell

Consultation on Charges for Residents Parking Permits in Zones 1-12 and 16

We wish to jointly object to the proposed charges for residents' parking permits in Zone 7 (Coxford).

We trust that, although the consultation period has just ended, our objection will be registered.

Residents' parking zones were created in Coxford Ward because of the parking pressures caused by the close proximity of the General Hospital. Patients, visitors and staff were using neighbouring roads to park in order to avoid the cost of parking on the hospital site. Prior to the introduction of parking permits residents had to put up with wholly unacceptable levels of street parking, made worse by the fact that many houses in Coxford do not, and cannot, have off-road parking. Despite the introduction of parking restrictions, residents still have to contend with 'illegal' parking even during the periods the restrictions are in force.

Councillor Simon Letts was quoted in the 'Daily Echo' on 6 September 2013 as saying "The council subsidises parking permit schemes across the city, and that costs £230,000 a year to do. This scheme will fund half of that. We're currently asking ratepayers across the city and not in permit zones to fund a service they don't receive, and we think that the balance is right that the council should charge a relatively small sum which seems a fair compromise."

Councillor Letts, assuming he is quoted correctly, seems to be saying that the residents of Coxford are receiving a 'service' which other residents across the city do not receive. The residents living in parking zones in Coxford had to put up with their roads being used as overflow car parks for the General Hospital. Parking restrictions were introduced in recognition of an intolerable situation. In no way can that be interpreted as a 'service'.

To suggest, as does Councillor Letts, that the City Council is acting equitably in that City ratepayers are being relieved of a financial burden by placing it onto the residents of Coxford, is disingenuous. The people who use residential roads in Coxford to park up while they are at the General Hospital, for whatever reason, come from all over the city and from outside it. Coxford residents should not be financially penalised for the failure of the Hospital authorities to provide adequate parking on-site at a reasonable cost to staff, patients and visitors.

Appendix 4: Resident Association, Petition and Ward Councillor Responses to Public Notice (continued)

Obliging Coxford residents to pay more for the privilege of (possibly) parking outside their own homes is unreasonable and unfair and is penalising them for having the misfortune to live in close proximity to a very busy hospital.

Councillors Keith Morrell and Don Thomas Coxford Ward

6) Petition from residents of Dale Valley Road

DALE VALLEY ROAD RESIDENTS' PETITION

We, the undersigned, being residents of Dale Valley Road, Southampton, hereby register our Objection to the City Council's proposal to introduce new charges for residents' parking permits.

We do not believe that the City Council has stated any relevant or good reasons to introduce any new residents' parking scheme in this area and therefore any new residents' parking charges are improper and unjustified.

233 signatures

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Agenda Item 8c

Appendix E: Table of Bus Service Changes by Area July 2013

(Routes affected by £404K reduction in Council subsidy in 2013/14 are shown in bold) Appendix 5

Area	New number	Change
Aldermoor	12	Service 2A renumbered 12 and evening service introduced
Bassett	W1	New hourly service operated by Wheelers Travel between Romsey – Southampton introduced
Bassett Green	5	Every 30 mins two way loop in Bassett Green
Bedford Place	S1, S2	Service 5 and 10 withdrawn and replaced by S1 and S2 off peak only
Banister Park	S1	Service 5 diverted via Inner Ave and service 10 withdrawn. Replaced by off peak S1
Bitterne	9	Evening journeys on service 9 withdrawn
Bitterne Park		No change
Freemantle	S1	S1 reduced to hourly off peak, service S2 no longer serves X2 withdrawn
General Hospital	3, 10, 12, S1, S2	8A withdrawn and replaced by service 10 hourly but no Saturday buses. S1 reduced to hourly off peak only. New service S2 RSH – General Hospital hourly off peak via St James Road
Harefield	13	Every 20 mins hourly evenings. No Sunday buses
Highfield	W1, U1	Service P1 withdrawn and replaced by new hourly service W1 Southampton – Romsey operated by Wheelers Travel. Service U1 increased to every 7 to 9 mins
Lords Hill	1, 3, 12	Service 2A renumbered 12.
Merry Oak	12	Service renumbered 12 and direct to general Hospital introduced
Millbrook Est	2	X2 withdrawn replaced by 2 every 6 mins via Redbridge Hill and Shirley
Millbrook r/b	Bluestar	X2 withdrawn, alternative Bluestar services
Northam	8, 8A, 9	Evening service on service 9 withdrawn.
Peartree	13	Buses terminate at central station instead of Lords Hill. Sunday service withdrawn but alternative available on Bluestar 3
Portswood	W1	New hourly service Southampton – Romsey by Wheelers Travel
RSH	S1, S2	Service S1 replaced by S2 which will operate to General Hospital via St James Road off peak
Regents Park	S1	Service S2 withdrawn and replaced by hourly off peak
Shirley	2, 12. S2	New service 2 every 6 mins, service 2A renumbered 12, service 10 withdrawn from St James Road but Velvet S2 covers off peak
Sholing station		No change
Sholing (Montague Ave)	9	Evening buses withdrawn
Thornhill	13	Service 2A renumbered 13, evening journeys withdrawn
Townhill Park	12	Service 2 renumbered 12 and serves General Hospital
Upper Shirley	10, S1, S2	Service 8A withdrawn and replaced by service 10 hourly Mon – Fri. Service S1 reduced to off peak only. Service S2 to replace service 10 on St James road
Weston	11	Service 1 renumbered 11, Sunday buses increased to every 15 mins
Woolston	11, 12, 13, R1	Service 1 renumbered, 2 renumbered 12 and 2A renumbered 13. Service 1A replaced along Jurds Lake way by R1.

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Appendix 6

Appendix 6: Representations in relation to Temporary Resident Permits	
Representations in relation to Temporary Resident Permits	
The charge for a Temporary Resident's Permit is excessive	6
Should not be charging or Temporary Resident's Permits	17
The charge for a Temporary Resident's Permit should be higher	4
No issue with or support £15 charge	6
What steps will there be to prevent misuse	2
Will add to administration costs	1
Should not be issued to holder's of non Uk registered vehicles	1
Charges can be increased at any time	1
Representation made in relation to perceived replacement of Visitor / and or Second Permits	12
Opposed to introduction of Temporary Residents Permits	4
Not sure what a temporary resident permit is or why it is being introduced	3
Total number of respondents making representations in relation to Temporary Resident Permits	18

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Appendix 7

Appendix 7: Alternative options to the proposed charges included within representations	
Alternatives	
Focus on residents parking illegally or obstructively in other roads	1
To get money from Banks or Central government	1
Increase taxes	3
Boost city economy to raise revenue	1
Use voluntary unpaid staff to reduce costs	1
Should be funded through enforcement costs	4
Senior Citizens or people on low incomes or occasional users should be exempt or have reduced fees	18
Introduce fortnightly bin collections	1
Provide residents with or lower charges for dropped kerbs	8
Could raise enforcement revenue from issuing penalty notices for parking over the footway	1
Use enforcement resources more effectively or increase enforcement	26
Reduce enforcement	1
Introduce Pay & Display parking to charge non-residents	8
Increase city centre or other non resident parking charges	6
Increase Charge for second permits or multiple car owners	19
Raise charges for fines	8
Outsource operation of schemes to Private sector	1
Increase or share costs through Council Tax	3
Cut Council expenditure and waste	24
Improve Cycle routes	1
Charge for leaving wheelie bins on pavement	2
Council provide parking for Hospital Workers	1
Should not apply to permanent residents or residents with one vehicle	3
Simplify permits and / or use automated on line application processing and permit issuing	4
Increase charges for HMO's / Students or other specified groups	6
Should not apply to disabled people with Blue Badges	3
Only charge resident's with off-road parking	1
Increase rent charges	1
Offer third vehicle permits	3
Reduced time period and reduced lengths of no waiting / no waiting at any time restrictions	3
Introduce 5 year pass to reduce handling charges	0
Charge everyone in Southampton to park	4
Provide Park & Ride and improve public transport	4

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Appendix 8

Appendix 8: Letter/Email to Respondents to the Public Notice

To be added

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**Appendix 9
Supporting Financial Information**

On-Street Surplus 2009/10 to 2012/13

ON-STREET	2009/10	2010/11	2011/12	2012/13
INCOME	£4,097,166	£3,878,574	£3,681,682	£3,656,525
EXPENDITURE	£3,141,578	£3,137,661	£2,638,995	£2,579,726
OPERATING SURPLUS	£955,588	£740,913	£1,042,687	£1,076,799
SURPLUS USED IN YEAR	£657,000	£1,126,000	£864,408	£757,098
AVAILABLE SURPLUS	£298,588	-£385,087	£178,279	£319,701

Appendix 9 Supporting Financial Information

Use of On-Street Surplus 2009/10 to 2012/13

Use of On Street Surplus	2009/10	2010/11	2011/12	2012/13
Funding for Revenue Services				
Staffing for CCTV Control Room	£60,000	£61,000	£60,600	£60,600
Maintenance for Off Street Car Parks	£90,000	£80,000	£115,062	£63,740
MSCP Maintenance Programme	£103,000		£103,135	£44,040
Legal support for Network Management	£26,000		£25,900	£24,600
Legal Retainer		£26,000		
Replacement Handheld Devices		£111,000		
Traffic management schemes	£15,000			
Transport Feasibility schemes		£334,000	£25,612	£30,526
Transformation Projects		£8,000		
Funding for Capital Schemes	£363,000	506,000.00	£534,096	£533,592
(Installation of Traffic Signals & Multi-Storey Car Parks Refurbishment Programme & Roads)				
Total	£657,000	£1,126,000	£864,408	£757,098

Name or Brief Description of Proposal	Charging for Residents First Parking Permits To implement a charge of £30.00 for Resident First Parking permits and £15.00 for Temporary Residents Permits in Zones 1-12 & 16 from 1 st November 2013
Brief Service Profile	Parking Services provides a 7 day a week operation, 52 weeks a year. The service is responsible for the management of on and off street parking, and the Itchen toll bridge
Summary of Impact and Issues	These new charges will apply to all residents in these Residents Parking Zones who wish to park their vehicle in the zones during the hours of operation. The charges are necessary to ensure that more of the schemes operating costs are met and they are able to continue to operate and deliver their benefits.
Potential Positive Impacts	Residents Parking Schemes: <ul style="list-style-type: none"> • Limit extraneous traffic and parking • Improve safety • Reduce congestion • Improve health through less pollution
Responsible Service Manager	John Harvey Highways Manager
Date	

Approved by Senior Manager	Frank Baxter Head of Transport, Highways and Parking
Signature	
Date	

Potential Negative Impacts

Impact Assessment	Details of Impact	Possible Solutions
Age	No specific impact Zones 1-12 & 16 cover different areas of the City and do not impact disproportionately on age	Carers permits are available for health care professionals
Disability	No specific impact	<ul style="list-style-type: none"> • Blue badge holders can apply to have a bay provided outside their homes. • Blue badge holders can park in Residents Parking Bays unlimited. • Carers permits are available for health care professionals
Gender Reassignment	No specific impact Zones 1-12 & 16 cover different areas of the City and do not impact disproportionately on any gender	
Marriage and Civil Partnership	No specific impact Zones 1-12 & 16 cover different areas of the City and do not impact disproportionately on marriage or civil partnership	
Pregnancy and Maternity	No specific impact	Carers permits are available for health care professionals
Race	No specific impact Zones 1-12 & 16 cover different areas of the City and do not impact disproportionately on any race	
Religion or Belief	No specific impact Zones 1-12 & 16 cover different areas of the City and do not impact disproportionately on any religious groups.	Staff work with religious groups to enable events to take place with minimum disruption
Sex	No specific impact Zones 1-12 & 16 cover differing areas of the City and do not impact disproportionately on either sex.	

Sexual Orientation	No specific impact Zones 1-12 & 16 cover differing areas of the City and do not impact disproportionately on any religious groups.	
Community Safety	No specific impact Zones 1-12 & 16 cover differing areas of the City. Crime or fear of crime will not be effected by these proposals	
Poverty	No specific impact Zones 1-12 & 16 cover differing areas of the City and do not impact disproportionately on income groups. Ability to pay the £30.00 may be an issue in low income families	Proposed cost is 60p a week. In cases of hardship, arrangements to pay in instalments can be arranged
Other Significant Impacts	Residents in these zones would pay £30.00 for a permit to park, while residents in other parts of the City are able to park for free.	Residents in these zones need to have parking controlled for safety, congestion and to remove extraneous traffic. There is a cost to provide this service.
	The charge of £30.00 is the same for all Residents in the zones regardless of their circumstances.	The Council cannot administer a scheme that sets each permit charge based on an individual's needs or ability to pay.
	Some discrete Residents Parking Schemes in the City have a higher annual fee	In these areas the fees are set based on the nature of the facility and the benefit being provided
	Multiple car ownership families are disadvantaged	The charges for each residents car are the same regardless of the number of vehicles owned.

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BRIEFING PAPER

SUBJECT: EVENING PARKING CHARGES
DATE: 10 OCTOBER 2013
RECIPIENT: OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

THIS IS NOT A DECISION PAPER**SUMMARY:**

This report provides the Overview and Scrutiny Management Committee (OSMC) with a summary of the progress on the proposals to charge a £2 flat rate to park on-street between 6pm and 8pm and in Council surface car parks between 6pm and midnight. The reduction in the cost of overnight annual car park season tickets from £250 to £150 and the increase in the maximum period of stay in the Red Zone to 2 hours. Other changes include the parking zone designation of some roads in the City centre and the hours of operation of The Polygon Residents Parking Zone.

BACKGROUND and BRIEFING DETAILS:

1. The Cabinet, on 16th July, delegated authority to the Head of Transport, Highways and Parking, in consultation with the Cabinet Member for Environment and Transport to determine detailed proposals, including costs, permit schemes and advertise Traffic Regulation Orders for evening charges.
2. The proposals were advertised on the 30th August. Two separate proposals were advertised, one covering the on-street proposals and one covering the off street ones.
3. In response to the formal consultation, the Council has received 283 representations (including a petition with 169 signatures) with concerns or objections, which are being summarised and reviewed at the time of writing this report. Further representations are expected and so a full analysis has not been possible.
4. Responses have been received from the following faith groups, associations, societies and businesses:
 - Beach Lodge 2955
 - Subway
 - New Hill Farm Residents' Association
 - Southampton & District Samaritans
 - Charles Richardson Lettings
 - City of Southampton Society
 - Mineral & Fossil Society
 - Society of Friends (Quakers)
 - Northwood String Orchestra
 - BTC Rowing Club
 - Southampton Masonic Hall
 - Eastgate and Old Town Traders Association
 - Coco Rio Restaurant (petition)
 - Linden Guest House
 - Southampton & District Philatelic Society
 - Southampton University Masonic Lodge No 7022

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5. The main points raised through the consultation are:
 - The potential impact on businesses, visitors and employees
 - The legal and financial basis for the proposals
 - The cost to city centre residents
 - The potential impact on clubs, societies, faith groups and cultural activities
 - The potential for displacement into neighbouring residential areas
6. Given the range of proposals and interest groups affected it is intended that there will be further correspondence with the respondents to help explain the reasons for the proposals (see paragraph 11 below), and to see whether in some cases the proposals could be developed to address the concerns raised. As a number of respondents have highlighted concerns over whether the proposals would have been adequately communicated via Public Notices on street, it also intended to correspond with city centre residents associations and provide them with another opportunity to comment. This additional consultation will not affect the planned decision date of 21st October 2013.
7. We are currently reviewing the proposals including:
 - Possible evening, evening and weekend season tickets
 - Excluding Sunday from evening charging
 - Possible reduced cost charge for community and cultural groups which are not registered charities or registered voluntary organisations
 - Extended permit provision for the Crosshouse Water Users Group
8. The Decision Report will be presented to the Head of Transport, Highways and Parking for the representations to be considered and the matter to be determined.

RESOURCE/POLICY/FINANCIAL/LEGAL IMPLICATIONS:

Policy

9. The strategic level parking policy allows the establishment of the principle of charging for evening parking charges.
10. These proposals are compatible with the Local Transport Plan and the Local Development Plan these being the statutory planning documents for the City.
11. The proposals seek to ensure that the parking service continues to covers its cost of operation, maintains and improves the quality of service offered, encourages the use of sustainable transport modes and reduces carbon emissions.

Financial

12. The financial implications of the proposals have been estimated to bring an additional £300k into the Council each full year if approved.
13. Parking revenue is used to pay for parking services (both on and off street). Any on street surplus, if generated, is used in accordance with s.55 RTRA 1984 and goes towards highways and transport services.

Legal

14. The statutory powers to undertake the proposals are The Road Traffic regulation Act 1984.

Property

15. None

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OPTIONS and TIMESCALES:

16. The option to not introducing these charges is a decision for the Head of Transport, Highways and Parking to be made on 21st October 2013, and will be considered in light of the policy objectives and of the proposal and outcomes of the consultation.

Appendices/Supporting Information:

17. None

Further Information Available From:

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E-mail: John.harvey@southampton.gov.uk

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BRIEFING PAPER

SUBJECT: DEVELOPMENT OF SITES IN LORDSHILL
DATE: 10 OCTOBER 2013
RECIPIENT: OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

THIS IS NOT A DECISION PAPER**SUMMARY:**

Further to the Cabinet and Council reports of 16th and 17th July 2013, feasibility work regarding Oaklands Pool has been completed leading to recommendations regarding the procurement and delivery of works that could be complete in October 2014. Consideration to the disposal of three related development sites in Lordshill (Oaklands Community School, Lordshill Housing Office and Lordshill Community Centre) has also been taken forward leading to a proposal to combine the disposal of the sites in a single package to secure best value for the Council.

BACKGROUND AND BRIEFING DETAILS:

1. Further to the Cabinet and Council reports of 16th and 17th July 2013, a considerable amount of work has been carried out to assess the works needed to deliver a viable future for Oaklands swimming pool.
2. Recommendations were made at those meetings to shorten the timescales for delivery of capital works as far as possible, and procurement methods to address the aspiration for quick delivery have been considered.
3. A method of procurement known as Prime Cost has been recommended and it is anticipated that this will enable works to be completed in October 2014. There will subsequently be some time required for the operator of the pool to prepare for opening before public access will resume.
4. The works proposed are planned to deliver a 15 year lifetime for the building and the mechanical and electrical elements. They include a comprehensive replacement and refurbishment of the pool plant, repairs to the roof and ceilings, alongside the provision of new flooring.
5. The procurement approach will secure contractors on site in January 2014. In the interim, it is proposed to implement some roof repairs, required as a result of vandalism in recent months. This will keep the building watertight over the next few months and will not be abortive work. The site will also be made secure.
6. Prime Cost is not a procurement route that the council tends to use as there are potential cost risks associated with this approach. The contractor is not able to tender on a firm contract sum as the exact nature and extent of the work is not known at the time of the appointment. Full design documents are not completed until after work has commenced. Options for mitigating the risks associated with this approach are limited and focus mainly on additional quantity surveyor resource which can be provided on site to value the works as they are carried out and to monitor the resources being used. In addition Capita recommend a larger than normal contingency, in this case of 20%. It is also important to have a list of items that if necessary could be removed from the contract if the costs involved in the early

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stages of the works are higher than anticipated. In essence this approach shifts the risk from the contractor to the council. However, Capita advise that this would be the only route possible to secure a 15 year life for the building by October 2014. The more conventional and potentially less risky method of procurement would not deliver the completed pool until December 2014 at the earliest. An earlier completion allows some preparation prior to the start of a school term, which subsequently enables a positive start to the trading period as lessons and group bookings are often based on school terms.

7. The Community group has formed a Company Limited by Guarantee (Oaklands Pool Ltd) and has done an extensive amount of work to produce a business plan. The Consultants assisting them with their development recognise some strengths and weakness in the current plans and structure:
- “The business plan is now much improved and has significantly developed, ...there is a rationale for how the income projections have been developed... the income is considered to be realistic and achievable with the correct marketing and promotion”
 - “we have concerns that the present committee requires bolstering with expertise from the Financial and Legal profession.....Without upfront financial assistance and an improved level of Business Expertise on the Board namely Finance and Legal expertise OCP will not be in a position to manage and operate Oaklands Swimming Pool.”

8. The business plan projects a loss in year 1 with surpluses rising from then on, as set out in the table below:

	Profit (loss)
Year 1	(£10,249)
Year 2	£1,526
Year 3	£43,603
Year 4	£45,371
Year 5	£47,336

A sensitivity analysis shows that should income fall by 10% from projections, losses of £35,000 - £40,000 would be incurred in years 1 and 2.

9. The current business plan allows for paying full business rates. The groups' intention is to apply for charitable status, which would create further headroom in the business plan. This will take some time and initial costs. As reflected in the consultants advice above, the business management skills and experience in the community group are currently limited and there remains a reasonable risk of the community group failing to meet its business and income projections, with the subsequent risk of the organisation failing. This could lead to the closure of the pool while an alternative operator was sought.
10. It is proposed that ongoing support from the consultant is provided, to help address the weakness identified above, so that the Council's investment is safeguarded and sufficient reassurances regarding preparing appropriately for opening can be secured.
11. In order to prepare properly for opening, to cover the projected deficit in the first year and to secure necessary equipment that fall outside of the capital works the organisation requires start up funding. The total is estimated at £73,000. It is

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proposed to offer a loan payable back over 10 years, with payment starting in the third year of operation. It is hoped that the group will seek and secure external funding to reduce the amount of funding required, whilst any reduction in the business rate bill may also help to reduce the term of the repayment.

12. Should the community group fail to make the necessary progress towards securing the additional skills and experience and enable the business consultant, or officers, to present a positive recommendation to the Council it will still be possible for the Council to secure an alternative operator for the swimming pool. Equally, should the community group start to operate the pool, but fail to deliver a sustainable model; the Council would regain the property under the terms of the lease and seek an alternative operator. The Council would not be liable for any losses that the group would accrue, although it would be unlikely that any outstanding loan payments would be secured.
13. Works to assess the potential development value of the former school site, the Lordshill Housing Office site and the Lordshill Community Centre site, both individually and collectively, have progressed. A confidential appendix in the Cabinet and Council reports will detail these.
14. Discussions with Lordshill Community Association have been taking place about the occupation of buildings on the former school site. Their current facilities are on a site close to the former school, in two interlinked buildings; an older porta-cabin style building and a more recently constructed modular building. Discussions about the former SEN building have concluded that this will not meet their needs, but the Association have expressed an interest in locating to the former nursery building which is part of the pool building and negotiations are ongoing as to the detailed terms of any such occupation. The decision on the SEN building means that this can now be included in the demolition, incurring additional costs in the short term, but increasing the scope of the site for development.
15. An assessment of the impact, if any, of the works to the pool building will have on the nursery area is required. The site has significant variations in levels and a means of providing access to the Nursery building from the new car park will have to be provided, should the occupation of the building proceed. Some indicative costs have been included in the capital implications, but further work is needed to clarify costs of these works.
16. Should the negotiations with Lordshill Community Association regarding the occupation of the nursery building, prove fruitful the Association will vacate its current site. This will free up the site to contribute to the development values. Some minor works will be required to ensure the former nursery building is fit for purpose as a community centre.
17. The disposal of the rest of the former school site is to be combined with the disposal of the Lordshill Housing Office and Community Association sites, to provide a larger land deal to secure the best value for the Council. This is subject to the Community Association moving to the nursery building on the former school site, and vacant possession being obtained.
18. Receipts from the sale of the sites could be achieved in 2015/16, subject to vacant possession being achieved for the community centre site.

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RESOURCE/POLICY/FINANCIAL/LEGAL IMPLICATIONS:

Capital/Revenue

19.	Total cost of pool works including fees and contingency	£1,520,000
	Estimated car park costs based on £3,000 per space	£150,000
	Total estimated costs	£1,670,000
	Funding approved on 17 th July 2013	£1,258,000
	Additional capital funding required	£412,000

The costs of providing access to the nursery building entrance have yet to be assessed, and could require additional funding.

20. In order to achieve the October deadline for completion of the works, design and procurement activity is underway. Costs of £90,000 will have been incurred up to the point of the Council decision on 20th November 2013
21. The revenue requirement to assist the projects are summarised below:
- | | |
|--------------------------------|-----------------|
| Start up support | £73,000 |
| Immediate repairs and security | £13,000 |
| Demolition of SEN building | £30,000 |
| Consultant Support | £17,000 |
| Total Revenue | £133,000 |

Property/Other

22. It is proposed to offer the Swimming Pool on a 25 year full repairing lease. This length has been requested by the community group to assist in attracting external funding, whilst the business plan shows reasonable levels of maintenance budgets, and the building will have been subject to a comprehensive refurbishment. It is not anticipated that revenue funding will be ongoing, and so the site will be disposed of through a lease with permitted uses clauses directing the anticipated uses. There is not expected to be a management agreement or service concession to influence service design or delivery.
23. The pool building will need ongoing investment and care to ensure it can last beyond the 15 years delivered by the refurbishment programme. The business plan shows over £80,000 p.a. from year 3 onwards available for building and equipment maintenance and repair. This, alongside the projected surpluses, demonstrates an acceptable allowance for meeting this need.
24. The indicative values of the three sites are identified in confidential appendix one to the Cabinet report. In order to maximise receipts it would be preferable to locate the affordable housing elements of the scheme on the current housing office and community centre sites.

Legal Implications

25. Pursuant to section 19 of the Local Government (Miscellaneous Provisions) Act 1976, a local authority may provide such recreational facilities as it sees fit, including indoor or outdoor swimming pools and any related facilities.
26. It should be noted that the prime cost procurement method described within the paper carries with it certain risks also identified within the paper, and particularly

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the potential for cost overrun or a partially unfinished project. This should be balanced against the potential advantages of this approach, notably a project finish date approximately 2 months earlier than possible if utilising a more predictable procurement method. State aid rules may apply to the proposed arrangements with the community group, depending on the overall value of the assistance provided.

Policy Implications

27. The proposals are consistent with the Council's priorities to improve health and keep people safe and to help individuals and communities to work together and help themselves.

Appendices/Supporting Information:

1. None

Further Information Available From:

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Agenda Item 9

DECISION-MAKER:	OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE		
SUBJECT:	SCRUTINY PANEL B: APPRENTICESHIP INQUIRY – DRAFT FINAL REPORT		
DATE OF DECISION:	10 OCTOBER 2013		
REPORT OF:	CHAIR OF SCRUTINY PANEL B		
<u>CONTACT DETAILS</u>			
AUTHOR:	Name:	Karen Hilleard	Tel: 023 8083 4065
	E-mail:	Karen.hilleard@southampton.gov.uk	

STATEMENT OF CONFIDENTIALITY

None

BRIEF SUMMARY

From April 2013 to September 2013 Scrutiny Panel B undertook an inquiry into Apprenticeships. The Scrutiny Inquiry report contains 10 recommendations. The final report is attached as Appendix 1.

RECOMMENDATIONS:

- (i) To consider and approve the report of the Apprenticeship Inquiry, attached as Appendix 1 and forward them to the Executive for consideration and further action.
- (ii) To delegate authority to the Chair of the Committee to approve any minor amendments arising from considerations raised at the Committee's meeting on 10th October 2013.

REASON FOR REPORT RECOMMENDATIONS

1. In accordance with the Council's constitution, this Committee must approve the final report of a Scrutiny Inquiry and refer it to the Executive for consideration and further action.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

2. None.

DETAIL (Including consultation carried out)

3. On 16th August 2012 Overview Scrutiny and Management Committee agreed the indicative terms of reference for an Inquiry into the Apprenticeships, since they were approved, the focus for apprenticeships in the city has shifted to the need to develop a new Southampton Apprenticeship Action Plan. The purpose of the inquiry is to:
 - Examine existing local and national issues relating to Apprenticeship recruitment.
 - Consider how the number of Apprenticeships in Southampton can be increased.
 - Inform a new Southampton Apprenticeship Action Plan.

4. The Inquiry was undertaken by Scrutiny Panel B with information presented to 6 meetings from April 2013 to September 2013.
5. The final report contains 10 recommendations in total, summarised in Appendix 1, which if implemented will help to support the creation of a Southampton Apprenticeship Action Plan. They should also lead to an increase in awareness and take up of apprenticeships in the city.
6. The 10 recommendations are grouped under the following key themes:
 - Improve the promotion, preparation for, and recruitment of, young people into Apprenticeships.
 - Maximise employer take up of Apprenticeships across the city, particularly in key sectors and in the Council.
 - Establish an Apprenticeship training offer in Southampton which includes frameworks and levels which are likely to employ young people and meet the needs of the Southampton economy
 - Best practice.
7. A draft final report of the Apprenticeship Inquiry is attached as Appendix 1. This Committee needs to consider whether the report adequately responds to the Inquiry objectives outlined in the Terms of Reference shown within the attached report.
8. The Overview and Scrutiny Management Committee procedure rules within the constitution require that within two months of the date that this committee approves a final inquiry report, the Executive will consider the report and submit its findings to either this Committee or to Council. If this Committee is therefore minded to accept the final version of the report, then the document will be forwarded to the Executive for further action.

RESOURCE IMPLICATIONS

Capital/Revenue

9. Revenue funding is required to deliver the recommendations, which will form part of the Southampton Apprenticeship Action Plan covering a three-year period 2013-16. A skills budget has been identified to deliver the recommendations, fully-funded by existing European Social Fund grant. City Deal funding for youth employment and employer engagement will support delivery from 2014 (this will be subject to a separate report to Cabinet and Council).

Property/Other

10. None.

LEGAL IMPLICATIONS

Statutory power to undertake proposals in the report:

11. The duty to undertake overview and scrutiny is set out in Part 1A Section 9 of the Local Government Act 2000.

Other Legal Implications:

12. None

POLICY FRAMEWORK IMPLICATIONS

13. The proposals contained within the appended report are in accordance with the Council's Policy Framework.

KEY DECISION? No

WARDS/COMMUNITIES AFFECTED:	None directly as a result of this report
------------------------------------	--

SUPPORTING DOCUMENTATION

Appendices

1.	Draft Final Report – Apprenticeship Inquiry
2.	Key findings and emerging recommendations

Documents In Members' Rooms

1.	None
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Equality Impact Assessment

Do the implications/subject of the report require an Equality Impact Assessment (EIA) to be carried out.	No
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Other Background Documents Equality Impact Assessment and Other Background documents available for inspection at:

Title of Background Paper(s)	Relevant Paragraph of the Access to Information Procedure Rules / Schedule 12A allowing document to be Exempt/Confidential (if applicable)
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1.	None	
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REPORT OF SCRUTINY PANEL B

APPRENTICESHIP INQUIRY

APRIL 2013 – SEPTEMBER 2013



PANEL MEMBERS

Councillor Dr Paffey (Chair)

Councillor Baillie

Councillor Furnell

Councillor Hammond

Councillor L Harris

Councillor Turner

Councillor Whitbread

IMPROVEMENT MANAGER

Karen Hilleard 023 8083 4065

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- 4 Background
- 6 Consultation
- 7 The issues and recommendations

Appendices

- 1 Apprenticeship Inquiry Terms of Reference
- 2 Summary of evidence and emerging recommendations

Chair's Foreword



Raising ambitions and improving outcomes for young people, and also developing an engaged, skilled and motivated workforce across the city are just two of the priorities of Southampton City Council. These priorities are key to ensuring that our city's residents have the appropriate skills to secure jobs and the chance to contribute to – and benefit from – the growth of the city's economy.

All of this is particularly important at a time when the job market is fragile and highly competitive. However, evidence shows that while the number of apprentices in the city has been increasing, this growth is below regional and national averages, and in fact we have seen falling numbers of 16-18 year olds taking up apprenticeships and a drop in apprenticeship starts across all age groups in 2012-13.

Local government has a crucial role as an innovator, a catalyst, and we must also seek to lead by example. This inquiry therefore had three objectives: (1) to examine work already carried out by the Council and its partners to generate apprenticeship growth; (2) to consider the impact of apprenticeships on the city's economy; and (3) to propose ways of significantly increasing the number and quality of apprenticeships in Southampton.

As the cross-party panel of councillors met to hear evidence and discuss the way forward, it became increasingly clear how timely and urgent this inquiry was. I would therefore like to thank all those employers, training providers, apprentices and others who gave evidence and shared their experiences with the Panel. Thanks also to Council officers for their essential support, and Councillors for their constructive approach throughout the inquiry.

The recommendations will be relevant not just to Southampton City Council but essentially to a broad range of partner organisations who are working to strengthen Southampton's employment and skills landscape. We therefore welcome everyone's participation in future efforts to boost apprenticeship opportunities for the people of this city.

Councillor Dr Darren Paffey

Chair of Scrutiny Panel B

BACKGROUND

1. Apprenticeships are paid jobs that incorporate on and off job training. A successful apprentice will receive a nationally recognised qualification on completion of their contract. Apprenticeships are vital for equipping local people with the skills they need to prosper, and to provide Southampton with the skilled workforce it needs to support economic growth and compete regionally and nationally.
2. The National Apprenticeship Service (NAS) was created in April 2009 and has end-to-end responsibility for apprenticeships in England. The NAS is responsible for promoting apprenticeships to employers and learners, supporting employers through the process of recruiting and training an apprentice, and maintaining the national online apprenticeship vacancies system which allows employers to post vacancies and aspiring apprentices to search and apply for them. In April 2013 NAS became a division within the Skills Funding Agency (SFA).
3. There are over 250 different Apprenticeships (known as 'Apprenticeship frameworks') available in 13 broad sector subject areas. Each Apprenticeship framework is made up of five elements; a competency element (which examines the apprentices' work-based skills), a knowledge element (which examines the apprentices' theoretical knowledge) Functional Skills or Maths and English GCSE (which examines the apprentices' transferable skills, for example, numeracy and literacy), Employee Rights and Responsibilities and Personal Learning and Thinking Skills. Apprenticeship frameworks can be studied at different qualification levels:
 - *Intermediate Apprenticeships* are Level 2 qualifications, equivalent to A*-C GCSEs;
 - *Advanced Apprenticeships* are Level 3 qualifications equivalent to A Levels;
 - *Higher Apprenticeships* are Level 4 and above qualifications, equivalent to BTEC professional diplomas, Higher National Certificates and above.
4. Southampton has seen an annual increase in the number of residents starting Apprenticeships. NAS data for academic year 2011/12 shows 2,000 residents, started an apprenticeship across all ages, 8% higher than the previous year. However, this is below regional and national growth rates, at 14.6% and 13.9% respectively. Figure 1 illustrates the apprenticeship starts in Southampton.
5. The number of young people aged 16-18 starting apprenticeships is not consistent with the overall growth figures. NAS data for academic year 2011/12 shows 420 young people started an apprenticeship, 7.1% lower than the previous year. Regional and national growth rates for 16-18 year olds stand at 3.3% and -1.4% respectively.

Figure 1 – Apprenticeship Starts in Southampton

Age	2009/10	2010/11	2011/12	% Difference 10/11 to 11/12
16-18	458	452	420	-7.1%
19-24	421	625	607	-2.9%
25+	170	775	973	25.5%
All	1,049	1,852	2,000	8.0%
Regional	39,121	58,342	66,852	14.6%
National	279,676	457,210	520,570	13.9%

6. 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.
7. The Council works in partnership with NAS to ensure local residents and employers are given the best possible Information, Advice and Guidance (IAG) and access to apprenticeships, and delivers local initiatives to support apprenticeship growth. The Council will be launching a new Southampton Apprenticeship Action Plan in autumn 2013, with the aim of increasing the number and quality of apprenticeship opportunities in Southampton.
8. In recognition of the Councils commitment to increasing the number of apprenticeships in the city, Overview and Scrutiny Management Committee agreed for an Apprenticeship Inquiry to be undertaken by Scrutiny Panel B the terms of reference are attached as Appendix 1

CONSULTATION

9. The Inquiry was undertaken over 6 formal monthly meetings, from April 2013 to September 2013. These meetings aimed to engage partners, providers and individuals in the Inquiry and obtain a better understanding of the impacts and issues around Apprenticeships in the city. In addition, they sought to examine existing local, regional and national issues relating to Apprenticeships recruitment and consider how the number of Apprenticeships in Southampton can be increased.

10. The Panel heard from a wide range of organisations, individuals and Southampton City Council officers, who are all involved in apprenticeships in the city. 26 guests gave evidence to the Inquiry including representatives from:
 - National Apprenticeship Service
 - Apprenticeship Employers (Barratt Homes, University Hospital Southampton NHS Trust, Care Organisation)
 - Apprenticeship Providers (Southampton Engineering Training Association (SETA), Brockenhurst College, City College Southampton, Cantell Maths and Computing College and Solent Education Business Partnership)
 - National Careers Service
 - Southampton City Council officers representing the following services Skills and Economy, HR, Housing Services, Children's Services.
 - Apprentices
 - Unions were invited but did not attend, they did however provide feedback.

11. The draft recommendations have been sent to all of the organisations, individuals and officers who have taken part in this inquiry, all feedback received was discussed at the final panel meeting and helped to form the final recommendations in this report. The National Apprenticeship Service have commented that they agree with all of the findings and are very keen to offer their support in bringing the recommendations to fruition.

12. Members of the Scrutiny Panel would like to thank all of those who have assisted with the development of this inquiry.

THE ISSUES AND RECOMMENDATIONS

13. A summary of the key evidence and findings presented at each of the Apprenticeship Inquiry meetings is attached as Appendix 2. These findings were brought together in four themes:

- Theme 1: Improve the promotion, preparation for, and recruitment of, young people into apprenticeships
- Theme 2: Maximise employer take up of apprenticeships across the city, particularly in key sectors and in the Council
- Theme 3: Establish an apprenticeship training offer in Southampton which includes frameworks and levels which are likely to employ young people and meet the needs of the Southampton economy.
- Cross Cutting Theme 4: Best Practice

14. The detailed recommendations and actions for the four main themes are detailed below

Theme 1: Improve the promotion, preparation for, and recruitment of, young people into Apprenticeships

Recommendation 1 - Improve the quality and availability of apprenticeship Information Advice and Guidance (IAG) in schools, colleges and for NEET young people

15. The delivery of consistent, high quality and impartial IAG which is relevant to the local labour market is essential to ensure that young people can make informed choices. The Inquiry Panel has found that the current provision of apprenticeship IAG provided, particularly in schools, is inconsistent and has agreed that improving careers guidance at schools, colleges and training provision is a necessary starting point for improving awareness of apprenticeships across the city. The key actions for this recommendation will be:

- Action 1: Carry out an audit and survey of Information, Advice and Guidance (IAG) in schools and colleges to identify availability, take up, quality and areas for improvement;
- Action 2: Host an event for National Careers Service, Jobcentre Plus, school and college careers advisers, training providers and businesses to identify and agree resource to support apprenticeship IAG, including how Southampton uses the “Inspiring the Future” campaign to create a joined up approach across businesses and providers to visit schools to promote apprenticeships, and to provide business mentors;
- Action 3: Develop a new careers website that all schools, colleges and training providers can access to support the provision of impartial and consistent careers guidance across the city;
- Action 4: Develop a corresponding Smartphone application to provide a new IAG resource for students (building on recent success of Social Media techniques across the council especially the ‘Recycle Southampton’ Smartphone application developed by My-Mo to promote recycling in the city);
- Action 5: Provide National Apprenticeship Service (NAS) presentations to promote at senior level at Southampton Heads Forum, School councils, Governors Forum, Providers Forums and Southampton City Council’s Leadership Group;
- Action 6: Arrange for the NAS ‘Apprenticeship Bus’ tour to visit Southampton, at Guildhall Square and at community venues across the city, particularly linking with Estate Regeneration activities and to promote apprenticeships in deprived areas;
- Action 7: Ensure that school leavers and young people of all backgrounds, particularly from priority groups such as care leavers and disabled young people, receive IAG and

support to access apprenticeship and traineeship options, thus supporting social inclusion;

- Action 8: Working with Solent Local Enterprise Partnership (Solent LEP), ensure that IAG includes Labour Market Information (LMI) regarding local apprenticeship, skills and employment demand.

Recommendation 2 - Create a Southampton Apprenticeship Ambassador Scheme

16. The Inquiry Panel received updates from existing local apprentices and feel that the experiences of these young people should be shared as a source of information and inspiration to school students. An ambassador scheme will also allow the apprentices to demonstrate to their employers that they have the responsibility and motivation to go further in their role. The key actions for this recommendation will be:

- Action 1: Introduce an Apprenticeship Ambassador Training and induction course, and produce an ambassador resource pack for Southampton, ensure ongoing support especially for priority groups;
- Action 2: Create a database of current and recently qualified apprentices with the confidence and drive to inspire other's and who are available to visit local schools and colleges to discuss their career options, and agree a schedule of ambassador visits with all secondary schools in Southampton.

Recommendation 3 - Introduce Southampton Apprenticeship Graduation Day

17. The Inquiry heard that vocational programmes for young people such as apprenticeships are still widely considered to be of lower value than the academic route of 'A' Levels and university. In order to raise the profile of apprenticeships the Panel supports the introduction of an apprenticeship graduation day to recognise and celebrate the achievements of apprentices in the city and to promote new opportunities. The key actions for this recommendation will be:

- Action 1: Organise and deliver an annual apprenticeship graduation event in partnership with employers, training providers and funding agencies, with the first event to be planned for Summer 2014 to be held at an appropriate location such as the Guildhall.

Recommendation 4 - Develop an Enhanced Traineeship Scheme for Southampton in partnership with Solent LEP

18. Traineeships are a new Government initiative launching in September 2013. They offer a new entry route for young people aged 16-24 who are disengaged or have lower skills levels, including a work placement of up to 26 weeks, to enable them to gain the skills and experience to progress into full apprenticeships. The Panel received information on the existing Pre-apprenticeship Scheme being delivered and funded by SCC, in partnership with the Partnership for Urban Southampton Hampshire (PUSH), and proposals to merge the Pre-apprenticeship scheme with traineeships to provide an enhanced programme for the city, including wage incentives. The key actions for this recommendation will be:

- Action 1: Confirm Enhanced Traineeship Scheme model with Solent Employment and Skills Board, funding agencies, local colleges and traineeship providers, and implement from Autumn 2013;
- Action 2: Integrate traineeship opportunities into SCC recruitment policy (in line with Recommendation 5) and through the council's Section 106 Employment and Skills Plans and procurement, confirming a minimum number per annum;

- Action 3: Integrate traineeship opportunities as part of the City Deal Youth Employment Strand currently being agreed.

Theme 2: Maximise employer take up of apprenticeships across the city, particularly in key sectors and in the Council

Recommendation 5 - Create a Southampton City Council Apprenticeship, Internships and Work Experience Programme that will expand to apprenticeship brokerage for wider Southampton employers

19. The Council is a key employer in Southampton and the Panel agreed it should asset a good example for apprenticeship recruitment. The current number of apprenticeships employed by the Council is not tracked and could not be presented to the Inquiry. The Panel confirmed that the Council should develop a clear, forward thinking recruitment policy and practice for apprenticeships, internships and the provision of work experience opportunities, with an intention to expand the scheme through public sector procurement and to include Southampton employers. The key actions for this recommendation will be:

- Action 1: Carry out an audit and provide comprehensive evidence of the current posts held by apprentices across the Council;
- Action 2: Create a fully resourced SCC Apprenticeship Policy and Programme, setting out a clear model for the future recruitment of apprentices across SCC as part of a wider strategic recruitment policy, including internships and work experience;
- Action 3: Provide guidance to SCC managers to ensure that all relevant departments establish which job areas can be filled by apprentices, and maximise any potential apprenticeship opportunities through vacancy recruitment;
- Action 4: Update the HR system to ensure that future apprentices are correctly recorded and tracked for progress after they complete their apprenticeship;
- Action 5: Give priority to care leavers, NEET young people and young people with disabilities when recruiting SCC Apprenticeships with a target of no less than a third of all apprentices coming from these priority groups;
- Action 6: Expand the model to offer brokerage to include wider Southampton employers replicating the SCC approach and increasing opportunities for apprentices, interns and work experience students across public and private sectors;
- Action 7: Ensure that SCC public procurement contracts are benchmarked against contract value (e.g. 1 apprentice per £x) and strategic partnerships secure more apprenticeship opportunities.

Recommendation 6 - Introduce a Southampton Apprenticeship Grant Scheme

20. The Inquiry was informed of the existing NAS Apprenticeship Grant for Employers (AGE) which provides an employer incentive of £1,500 for new apprentices recruited. AGE is a national incentive currently running to December 2014. There are examples of best practice, including London, Manchester and the Isle of Wight, where supplementary local grant schemes have proved effective in gaining commitment from new employers to recruit apprentices. The Panel recommend that a scheme should be introduced in Southampton. The key actions for this recommendation will be:

- Action 1: Launch the Southampton Apprenticeship Grant Scheme in Autumn 2013, confirming eligibility criteria, value and number of incentives to be funded;
- Action 2: Promote the scheme through 'employer ambassadors' and case study examples demonstrating the return on investment when recruiting apprentices.

Recommendation 7 - Establish a Southampton City of Opportunity Hub to engage employers to promote and recruit apprenticeships, internships and work experience

21. The Inquiry received information from the Hampshire Chamber of Commerce and Federation of Small Businesses (FSB). Both organisations confirmed a willingness and enthusiasm to support and promote apprenticeship recruitment, both through existing business networks and to establish new local initiatives. The Panel also heard that existing recruitment support for small and medium sized enterprises (SME) is through a national helpline. The Panel confirmed a central co-ordinated approach to employer engagement activity, and local recruitment support, would lead to increased commitment from employers. The key actions for this recommendation will be:

- Action 1: Develop a central, co-ordinated approach for employer engagement as part of Southampton City of Opportunity work, linking the City Deal Business Growth Hub Strand currently being agreed;
- Action 2: Introduce a sustainable model for creating Employment and Skills Plans through S106 planning agreements and expanding community benefit clauses in public sector procurement across the city, to increase the number of apprenticeships, traineeships, internships and work experience opportunities as part of the City Deal Procurement Strand currently under development;
- Action 3: Improve local brokerage and support for SME to recruit apprentices, in partnership with apprenticeship training providers and the ALPHI network (Association of Learning Providers Hampshire and IOW) including new Employer Account Managers to provide a direct sales function and face-to-face support;
- Action 4: Attend existing business events across the city to provide Apprenticeship information, utilising existing events hosted by the Chamber of Commerce, FSB and Business South.

Theme 3: Establish an apprenticeship training offer in Southampton which includes frameworks and levels which are likely to employ young people and meet the needs of the Southampton economy.

Recommendation 8 - Update local Labour Market Information (LMI) and support Apprenticeship training providers to respond to local demand

22. Local colleges and training providers presented information on the range of apprenticeship frameworks currently available in Southampton, and the numbers of young people completing apprenticeships and moving into sustainable employment. Updated LMI is essential to ensure training provision is aligned with the requirements of local employers, and can respond to forecast growth and future demand of the city economy. The key actions for this recommendation will be:

- Action 1: Linking to the Solent Local Enterprise Partnership Growth and Skills Strategy, produce local LMI for Southampton detailing employment and skills requirements and forecasting future demand arising from new major development, growth sectors and local workforce 'churn';
- Action 2: Using LMI, identify gaps in the market and potential requirements for business and framework development;
- Action 3: Share LMI with apprenticeship providers and IAG providers
- Action 4: Support apprenticeship training providers to work collaboratively to respond to local demand;
- Action 5: Ensure that all frameworks with significant/growing volumes in the labour market are made available in Southampton where there is evidence of market demand, such as the emerging Solent ECO/Green Deal;
- Action 6: Support the development of, and increase numbers of, advanced and higher apprenticeships across Southampton.

Cross Cutting Theme 4: Best Practice

Recommendation 9 - Create apprenticeship best practice partnerships

23. Apprenticeship growth is a key strategic aim for all local authorities across the country. The Inquiry received examples of successful and innovative approaches and confirmed that the introduction of local initiatives should take into consideration lessons learnt from those initiatives as well as other local authorities. The key actions for this recommendation will be:

- Action 1: Research best practice from across other authorities and public sector agencies that could be adopted in Southampton to increase the uptake of apprenticeships;
- Action 2: Create partnerships with key local authorities and organisations delivering successful apprenticeship campaigns, including 'Ladder for London' and the 'Greater Manchester Commitment';
- Action 3: Establish a Southampton Apprenticeships Steering Group (incorporating existing partnerships) which will bring together key stakeholders to monitor the progress of the Southampton Apprenticeship Action Plan and introduce new initiatives as required to support the achievement of targets in the Plan;
- Action 4: Recognise and support local initiatives that provide a pathways into apprenticeships for vulnerable and disadvantaged young people who need more intensive support to equip them with entry level skills, knowledge and qualifications. This group will include care leavers, young people with learning difficulties and ex-offenders.

Recommendation 10 - Promote Southampton as an example of Best Practice

24. Southampton is the lead authority for employment and skills for the Solent Local Enterprise Partnership and the Partnership for Urban South Hampshire, and has introduced initiatives for apprenticeship recruitment that stand up as best practice regionally and nationally. Some members of the Inquiry were not fully aware of the range of opportunities being created by SCC, including apprenticeships, and confirmed that better promotion of existing schemes was needed to inform the local community and to promote SCC. The key actions for this recommendation will be:

- Action 1: Share the Council's own best practice through Pre-apprenticeships, S106 Employment and Skills Plans and ECO Procurement, demonstrating how this has created new apprenticeship opportunities for Southampton residents, through appropriate networks and media nationally and locally;
- Action 2: Engage with large private and public sector employers in Southampton with successful apprenticeship recruitment strategies, such as Southampton Hospital and ABP, to disseminate information.

Apprenticeships Review

Terms of Reference and Inquiry Plan

25. Scrutiny Panel:

Scrutiny Panel B

26. Membership:

- Councillor Paffey (Chair)
- Councillor Kaur
- Councillor Furnell
- Councillor Shields
- Councillor Baillie
- Councillor Norris
- Councillor Turner

27. Purpose:

To examine existing local, regional and national issues relating to Apprenticeship recruitment and consider how the number of Apprenticeships in Southampton can be increased. Outcomes from the review will inform a new Southampton Apprenticeship Action Plan.

28. Background:

- Apprenticeships are vital for equipping local people with the skills they need to prosper, and to provide Southampton with the skilled workforce it needs to support economic growth and compete regionally and nationally.
- The National Apprenticeship Service (NAS) was created in April 2009 and has end-to-end responsibility for apprenticeships in England. The NAS is responsible for promoting apprenticeships to employers and learners, supporting employers through the process of recruiting and training an apprentice, and maintaining the national online apprenticeship vacancies system which allows employers to post vacancies and aspiring apprentices to search and apply for them.
- Southampton has seen an annual increase in the number of residents starting Apprenticeships. NAS data for academic year 2011/12 shows 1,493 residents, started an apprenticeship across all ages, 13% higher than the previous year. However, this is below regional and national growth rates, at 20% and 17% respectively.
- The number of young people aged 16-18 starting Apprenticeships is not consistent with the overall growth figures. NAS data for academic year 2011/12 shows 354 young people started an apprenticeship, 4% lower than the previous year. Regional and national growth rates for 16-18 year olds stand at 4% and 2% respectively.
- 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 works in partnership with NAS to ensure local residents and employers are given the best possible Information, Advice and Guidance (IAG) and access to Apprenticeships, and delivers local initiatives to support apprenticeship growth. The Council will be launching a new Southampton Apprenticeship Action Plan in September 2013.

29. Objectives:

- To examine the work already delivered by the Council and its partners to support apprenticeship growth in the city.
- To examine the impact of Apprenticeships on the city economy.
- To examine ways to significantly increase the numbers of Apprenticeships in Southampton, particularly for 16-18 year olds, to exceed regional and national averages.

30. Methodology:

- Outline of current national policy and local activity:
 - Apprenticeship national policy, frameworks and initiatives
 - Government reviews
 - Local performance and trends
- Engage partners and individuals:
 - Representation and feedback from key partners and apprenticeship providers
 - Representation from employers
 - Representation from apprentices
- Identify and consider best practice and options for future delivery:
 - National best practice examples
 - Local success stories
 - Links to council strategies and plans
 - Outline of current resourcing and budgets
 - Future options for delivery and resourcing

31. Proposed Timetable:

Six meetings April - September 2013.

32. Review Programme:

To be developed based around the following outline Inquiry Plan:

Inquiry Plan*

25 April 2013

Meeting 1: Setting the Scene		
An overview of current apprenticeship policy and national and local perspectives		
Speaker	Organisation	Subject
Cllr Jacqui Rayment	Cabinet Member	The Council vision for Apprenticeships
Ian Smith	National Apprenticeship Service (NAS)	National policy and the current apprenticeship system, and update on the Richard Review
Denise Edghill	SCC Head of Skills, Regeneration and Partnerships	Links to Council strategies and plans, and impact of Raising the Participation Age (RPA) legislation
Andy Tickner	SCC Skills Manager	Current apprenticeship performance, local initiatives and best practice
Claire Wilkinson	SCC HR Business Partner	Apprenticeships in the Council People Plan
Background papers:	<ol style="list-style-type: none"> 1. Apprenticeships Policy in England (House of Commons Library) 2. The Future of Apprenticeships in England: Next Steps from the Richard Review 3. NAS Southampton Final Report 2011/12 4. Southampton Apprenticeship Campaign Briefing Paper 	

23 May 2013

Meeting 2: Employers Perspective		
To review employer experiences of apprenticeship recruitment, training and support		
Speaker	Organisation	Subject
	National Apprenticeship Service (NAS)	Local support arrangements for large employers, and small and medium-sized enterprises (SMEs)
	Barratt Homes	Working with SCC Employment and Skills Plans
	Balfour Beatty	Working as SCC partner
	University Hospital Southampton	Apprenticeship recruitment issues - large employer
	SME 1	Apprenticeship recruitment issues

		– small and medium-size enterprise
	Federation of Small Business (FSB)	Views from employer representative organisation
	Hampshire and IOW Chamber of Commerce	
	SCC Housing Policy and Projects	Example of SCC Apprenticeship recruitment
Background papers	1. S106 Employment and Skills Plan 2. TBC	

27 June 2013

Meeting 3: Apprenticeship Providers Perspective		
To review apprenticeship training provision and feedback from local providers		
Speaker	Organisation	Subject
	National Apprenticeship Service	Local Apprenticeship training arrangements
	Association of Learning Providers Hampshire and IOW (ALPHI)	Update from Apprenticeship provider network
	Southampton City College	Details of local Apprenticeship training provision and coverage across sectors
	Brockenhurst College	
	Eastleigh College	
	Southampton Engineering Training Association (SETA)	
Background papers	TBC	

25 July 2013

Meeting 4: Learners' Perspective		
To review experiences of individual learners, careers advice and local support organisations		
Speaker	Organisation	Subject
	National Apprenticeship Service	National and local resources for Information, Advice and Guidance (IAG)
	SCC Children's Services	Information, Advice and Guidance (IAG) for young people, and

		arrangements for RPA
	National Careers Service	Information, Advice and Guidance (IAG) for adults
	Solent Education Business Partnership	Issues facing apprenticeship progression by young people and adults
	Wheatsheaf Trust	
	Apprentice 1	Feedback from current Apprentices
	Apprentice 2	
	Apprentice 3	
Background papers	TBC	

22 August 2013

Meeting 5: The Way Forward for Apprenticeships		
Developing draft recommendations		
Speaker	Organisation	Subject
Scrutiny Panel Members	SCC	
Denise Edghill	SCC Head of Skills, Regeneration and Partnerships	
Andy Tickner	SCC Skills Manager	
	National Apprenticeship Service	
	SCC Human Resources	
	Union Representatives	

26 September 2013

Meeting 6: Final Report		
To approve the final report and Southampton Apprenticeship Action Plan		
Speaker	Organisation	Subject
Denise Edghill	SCC Head of Skills, Regeneration and Partnerships	
Andy Tickner	SCC Skills Manager	

*Subject to the availability of speakers

Scrutiny Panel B Apprenticeship Inquiry: Key Findings and Emerging Recommendations

Meeting Overview	Key Evidence	Emerging Recommendations	Final Draft Recommendations
<p>Meeting 1</p> <p>25th April 2013</p> <p>Theme: Setting the Scene</p> <p>Topics:</p> <ul style="list-style-type: none"> • National Policy and the current apprenticeship system • Introduction to Council Strategies and plans and other national drivers • Southampton current performance, trends and best practice • Southampton City Council People Plan <p>Speakers</p> <ul style="list-style-type: none"> • Cllr Bogle- Council's Vision • Ian Smith – Employer Account Manager – National Apprenticeship Service • Denise Edghill: Head of Service Skills and Economy SCC • Andy Tickner ,Skills Manager, SCC • Claire Wilkinson, HR Business Partner, SCC 	<p>Information, advice and guidance is not consistent. Good IAG is needed to inspire and raise aspirations, the right IAG is crucial to promote apprenticeship uptake, National Apprenticeship week event, low uptake from Southampton Secondary Schools.</p> <p>By 2015 students will have to stay at school until they are 19. Process in Southampton has already seen best practice in reducing NEETs</p> <p>Parents are a key element of the take up of apprenticeships, both through awareness and perception. NAS undertake a parent's presentation could this be expanded</p> <p>Need to look for best practice, FSB 1 in 1000 campaign, Liverpool and Sheffield</p> <p>Need to harness Council's own powers of procurement e.g. commissioning, S106, City Deal, need to influence wider region e.g. LEP – currently have a wide range of initiatives, Section 106 provide targets for job creation, up skilling the local workforce and working with schools.</p> <p>Support to SME's Number of apprenticeships is below average; however, numbers are increasing by 13.9%. Incentives exist for SME's - £1500 grants to SME. The Isle of Wight provide face to face support for SME's and provide incentives</p> <p>SCC People Plan Plan to introduce a council apprenticeship scheme which would include 30 apprentices, this was stopped due to budget pressures.</p>	<p>Need to discuss with schools, survey students</p> <p>What schools are successful at matching pupils with apprenticeships – learn lessons.</p> <p>Research best practice – Public Contracts, In house developments. Share our best practice in Employment and Skills work</p> <p>Increase support to SME's, increase take up of apprenticeships by SME's</p> <p>SCC to develop an apprenticeship policy and processes to increase the numbers of apprentices it employs.</p>	<p>Improve the Quality and Availability of apprenticeship Information Advice and Guidance (IAG) in Schools, Colleges and for NEET young people.</p> <p>Create an Apprenticeship Ambassador Scheme</p> <p>Create Apprenticeship best practice partnerships</p> <p>Promote Southampton as an example of best practice</p> <p>Establish a Southampton City of Opportunity Hub to engage employers to promote and recruit Apprenticeships, internships and work experience</p> <p>Create a Southampton City Council Apprenticeship, Internships and Work Experience Programme that will expand to apprenticeship brokerage wider Southampton employers</p>

Meeting Overview	Key Evidence	Emerging Recommendations	Final Draft Recommendations
	Local Management Information (LMI) is crucial to understand the changing and developing market, need to have long-term predictions	Long-term LMI data	Update local Labour Market Information (LMI) and support Apprenticeship training providers to respond to local demand
<p>Meeting 2 23rd Mar 2013</p> <p>Theme: Employers' Perspective</p> <p>Topic:</p> <ul style="list-style-type: none"> • Local Support Arrangements for large and SME's • Working with SCC Employment and Skills plans • Apprenticeship Recruitment issues as a large employer • Apprenticeship Recruitment issues as a SME employer • Apprenticeship Recruitment with SCC Housing <p>Speakers</p> <ul style="list-style-type: none"> • Ian Smith – Employer Account Manager – National Apprenticeship Service • Anthony Dimmick, Barratt Homes • Anita Esser, University Hospital Southampton NHS Trust • Russel Chissnel – Training Manager – Care Organisation • Mark Burnett and Debbie van Collier SCC Housing 	<p>Ian Smith (NAS) supports large employers 250 employees plus. Actively pursues large employers, only provide reactive support for SME's which is telephone based. From 1st Feb 2012 – Age /grant was introduced which is worth £1,500 for an apprentice aged 16-24.</p> <p>NAS have a vacancy website which is free for employers, vacancies can be e-mailed or sent by text</p>	<p>Marketing/awareness for SME's for future events. Use Chamber of Commerce or FSB Network events.</p>	<p>Establish a Southampton City of Opportunity Hub to engage employers to promote and recruit Apprenticeships, internships and work experience</p>
	Wigan is the authority with the highest number of payments 260 from Feb 2012 to Jan 2013, Southampton only made 60.	Introduce a Southampton Apprenticeship Grant Scheme	Create Apprenticeship best practice partnerships
	Barratt Homes are rolling out the model introduced with Southampton Council's Skills Plan across their whole company. Currently over achieving on the Employment and Skills Plans, this may not happen in the future as the same contractors are now working on many sites, so can't afford to take on apprentices at each one.	Educate pupils on what an employer expects Ensure that schools promote apprenticeships	Improve the Quality and Availability of Apprenticeship Information Advice and Guidance (IAG) in Schools, Colleges and for NEET young people
	<p>IAG Pupils do not receive proper or adequate work experience. Housing Services work with local schools, it is felt that schools send out the wrong message, only consider an apprenticeship if grades are low.</p>		Improve the Quality and Availability of Apprenticeship Information Advice and Guidance (IAG) in Schools, Colleges and for NEET young people
	NHS recruits apprentices into vacant posts so they receive a lower banding salary rather than apprenticeship wage. In Housing services the apprentices are not guaranteed a job at the end of their apprenticeships	Research this model for SCC	Create a Southampton City Council Apprenticeship, Internships and Work Experience Programme that will expand to apprenticeship brokerage for wider Southampton employers
	Profile of apprenticeships SCC Housing Services could do more to highlight the work being done with their apprenticeships.	<p>Communicate that there is more than one route after school</p> <p>Arrange an Apprenticeship Day (like a graduation) to celebrate and publicise the</p>	Introduce Southampton Apprenticeship Graduation Day

Meeting Overview	Key Evidence	Emerging Recommendations	Final Draft Recommendations
Services		success of apprentices.	
<p>Meeting 3 27th June 2013</p> <p>Theme: Providers Perspective</p> <p>Topic:</p> <ul style="list-style-type: none"> • Local Apprenticeship training arrangements. • Update from the Apprenticeship provider Network • Details of local Apprenticeship training provision • Careers guidance in schools • Issues facing apprenticeship progression by young and adults <p>Speakers</p> <ul style="list-style-type: none"> • Ian Smith – Employer Account Manager – National Apprenticeship Service • Claire Sutton – Marketing Manager – Southampton Engineering Training Association • Claire Boot – Careers Advisor – Brockenhurst College • Kelly Simmonds – Employer Engagement Performance 	<p>Providers are a business; they have to provide what is in demand.</p> <p>ALPHI represents 36 fee paying members; they provide support to each other. A marketing sub group hosts a lot of events.</p> <p>determining factors on uptake of Apprenticeships; in order of priority:</p> <p>Employer demand: The vast majority of employers recruit an Apprentice because they need the member of staff, they are looking to fill a job. Therefore, the employer needs to be able to justify that decision and to be confident they can afford it.</p> <p>Finding the right recruit: the volume of applications to an Apprenticeship can vary enormously in different sectors;. In engineering an average 40+ applicants to every vacancy but I know colleagues recruiting for other roles can sometimes struggle.</p> <p>Employers don't understand the range of qualifications available in schools now; they don't know and perhaps don't care why someone has done a BTEC Science instead of a GCSE; most employers took O levels!</p> <p>Year 11 figures produced: 2007 – 77.8% 2012 – 89.3% Yrs 11s went on to college or sixth form 2007 – 8.8% 2012 – 2.6% went in to employment with training, including Apprenticeships</p> <p>Finding the right Apprenticeship Framework or provider: NAS are now doing a good job in passing employer leads out to providers to action NAS also keep figures on where there isn't a qualification or</p>	<p>Raise profile of apprenticeships</p> <p>Local labour market information – what is it telling us about demand.</p> <p>Send information on labour market to careers advisors so they can inform pupils of what is currently needed in the city</p> <p>Work with unengaged employers – multiple working</p>	<p>Create an Apprenticeship Ambassador Scheme</p> <p>Introduce Southampton Apprenticeship Graduation Day</p> <p>Update local Labour Market Information (LMI) and support Apprenticeship training providers to respond to local demand</p> <p>Establish a Southampton City of Opportunity Hub to engage employers to promote and recruit Apprenticeships, internships and work experience</p>

Meeting Overview	Key Evidence	Emerging Recommendations	Final Draft Recommendations
<p>and Improvement Manager – City College Southampton</p> <ul style="list-style-type: none"> Helen Mason – Project Director – Studio School Southampton Ruth Evans – Head Teacher – Cantell Maths and Computing College Ian Henser – Business Broker – Solent Education Business Partnership 	<p>framework to suit and I would suggest there are not many cases where an employer wants to recruit and we can't find qualifications that come close.</p> <p>IAG All schools are now responsible for organising their own careers guidance; this is usually what they can afford rather than what is best for the pupils. All schools are offering different products. Head teachers don't necessarily understand everything that is on offer and automatically ask pupils if they have completed their college applications.</p> <p>Work experience is a good way for employers to see what they will be getting in terms of apprentices, will be able to see if a candidate is suitable.</p> <p>NAS has worked with job centre to inform them what an apprenticeship is, they have offered to run a group or attend a secondary school forum. Other offers for schools from SETA and ALPHI. Also from businesses at the last meeting.</p> <p>There is an increase in the number of students who have gone to university who are now rethinking due to fees, risk of debt.</p> <p>Apprentices will become more valuable to an employer as the apprenticeship goes on. SME's need to talk to each other, 70% of employers are SME's or micro SME's they don't have time to come to events</p>	<p>Improve information sent out to sources</p> <p>Pupils need to be prepared on what employers want/expect. Quality of Cv's, interview techniques – Invite business into schools</p> <p>Research ways to encourage SME attendance at events – attract them to events by discussing new ventures and developments. Use social media</p>	<p>Improve the Quality and Availability of Apprenticeship Information Advice and Guidance (IAG) in Schools, Colleges and for NEET young people</p> <p>Establish a Southampton City of Opportunity Hub to engage employers to promote and recruit Apprenticeships, internships and work experience</p>
<p>Meeting 4 25th July 2013</p> <p>Theme: Learners Perspective</p> <p>Topic:</p> <ul style="list-style-type: none"> National and local resource 	<p>There are a lot of activities and events for learners, these include speed dating for learners/providers. NAS has developed a strong website presence but this relies on young people finding it.</p> <p>In future want more 'drop in' sessions, events / presence where young people are: E.g. bring the apprentice bus to city centre (set up with lap tops and advisers).</p>	<p>NAS bus road shows use this to promote Traineeships, use this in a joint event for bus pass. Public enhanced traineeships, support for NAS.</p>	<p>Improve the Quality and Availability of Apprenticeship Information Advice and Guidance (IAG) in Schools, Colleges and for NEET young people</p>

Meeting Overview	Key Evidence	Emerging Recommendations	Final Draft Recommendations
<p>for Information, Advice and Guidance</p> <ul style="list-style-type: none"> Information, Advice and Guidance for Adults Feedback from current Apprentices 	<p>But NAS need a good location for free to achieve this.</p> <p>Webinars planned to highlight benefits and answer questions about apprenticeships – next 22 August - but need to promote both to learners, potential employers and members</p>		
<p>Speakers</p> <ul style="list-style-type: none"> Ian Smith – Employer Account Manager – National Apprenticeship Service Steve Grove – Lead Advisor – National Careers Service Louisa Oliver – Apprentice – Kaplan Ravitej Rajput – Apprentice – Exxon Mobile Daniel Gallagher – Apprentice – Housing Services SCC Kirsten Harcus – Apprentice – Kim Marsh – Life Chances – Rainbow Project Craig Chambers - Life Chances – Rainbow Project Bobby Cross – Pre-apprentice 	<p>NCS - 3 ways to access services</p> <ul style="list-style-type: none"> Online – free for all Freephone for support and guidance age 13+ Face to Face – collocated in JCP, libraries and some colleges (but adult only ie 19+ <p>No direct involvement with schools, although presence at City and Eastleigh colleges.</p> <p>Apprentices have lacked the prestige of the academic route in the past</p> <p>NCS is not addressing this issue. Whose responsibility is it – collective accountability?</p>		
	<p>Apprenticeships are a very competitive employers' market. Some students will always need additional support to reach the pathways to apprenticeship – esp those furthest from employment and without the skills and qualifications that employers can demand</p>	<p>Skills team undertaking a mapping exercise to plot IAG and apprenticeship uptake</p>	<p>Improve the Quality and Availability of Apprenticeship Information Advice and Guidance (IAG) in Schools, Colleges and for NEET young people</p>
	<p>Apprentices Only one received advice regarding apprenticeships through school.</p> <p>All the apprentices wanted to continue their education through following apprenticeship route</p>	<p>They are now recognised – need to promote the value and potential of apprentices</p>	<p>Improve the Quality and Availability of Apprenticeship Information Advice and Guidance (IAG) in Schools, Colleges and for NEET young people</p>
	<p>School careers advice Let students drive what they want Give advice that was relevant to the individual – personalise Provide different options to achieve goals and advantages of following different routes Schools still pushing for college and Uni But many students want to get into the job market</p>	<p>The academic vs vocational divide is still entrenched in the system – we need to change this culture. Curriculum needs to be addressed to a vocational / academic balance</p> <p>Apprenticeship should be given as an</p>	<p>Improve the Quality and Availability of Apprenticeship Information Advice and Guidance (IAG) in Schools, Colleges and for NEET young people</p>

Meeting Overview	Key Evidence	Emerging Recommendations	Final Draft Recommendations
	sooner	<p>option to all students, including high achievers</p> <p>Students need to talk to someone who has been through it – relate more to this. Need to be inspired</p> <p>Schools don't invite apprentice providers to careers fairs – Need to build the relationship at a school level – audit what careers fairs current take place.</p> <p>All teachers or career advisors to receive an annual update on different routes for young people</p>	Create an Apprenticeship Ambassador Scheme
	<p>SCC Apprenticeship Policy</p> <p>Good practice NHS who recruit apprentices to vacant posts</p>	Grades 4-8 could be apprenticeships by default	Create a Southampton City Council Apprenticeship, Internships and Work Experience Programme that will expand to apprenticeship brokerage for wider Southampton employers
	<p>Rainbow Project - Aim to reduce homelessness through offering people practical support Supporting those furthest from the labour market. Always working towards securing a permanent job</p> <p>Pre-apprenticeship</p> <p>Bobby – building his confidence – hopes to move on to an apprenticeship. Mentoring is a key element to success – Rainbow project offer a mentoring service. Succession plans for young people to become mentors in future</p> <p>All students would recommend an apprenticeship to their friends!</p> <p>One thing that students felt would make a difference?</p> <ul style="list-style-type: none"> • Information on all options available to students • Promote apprenticeship as a way to develop skills 	Establish apprenticeship ambassadors to go back to their old schools or attend events to promote apprenticeships to the next generation of school leavers	Create an Apprenticeship Ambassador Scheme

Meeting Overview	Key Evidence	Emerging Recommendations	Final Draft Recommendations
	<ul style="list-style-type: none"> • Ensure apprenticeships are accessible • Support from employers to do the work element of apprenticeships • Get into schools earlier before students decide their options – to inspire and get make the right choices • Enable young people to talk to students about their real and different experiences 		
<p>Meeting 5 22nd August 2013</p> <p>Theme: The Way Forward for Apprenticeships</p> <p>Topic:</p> <ul style="list-style-type: none"> • Developing draft recommendations <p>Speakers</p> <ul style="list-style-type: none"> • Ian Smith – Employer Account Manager – National Apprenticeship Service • Mike Watts – Head of Strategic HR, Southampton City Council • Representatives from Unison and Unite were invited to the meeting but did not attend 	<p>Traineeships - Current focus is on good work placements – looking for good employers in the city. The scheme in Southampton is enhanced with a recommendation to PUSH that this continues.</p> <p>SCC People Plan – no updates from the position highlighted from the first meeting in April.</p> <p>Up to individual managers how they fill their vacancies. There is no current policy on recruitment of apprentices.</p> <p>At the meeting HR confirmed that they did not know how many apprentices there were across the council.</p> <p>Supervision and mentoring of apprentices is key, this should not just be expected as additional to their day job.</p>		<p>Develop an Enhanced Traineeship Scheme for Southampton</p> <p>Create a Southampton City Council Apprenticeship, Internships and Work Experience Programme that will expand to apprenticeship brokerage for wider Southampton employers</p>

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Agenda Item 10

DECISION-MAKER:	OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE		
SUBJECT:	MONITORING SCRUTINY RECOMMENDATIONS TO THE EXECUTIVE		
DATE OF DECISION:	10 TH OCTOBER 2013		
REPORT OF:	ASSISTANT CHIEF EXECUTIVE		
<u>CONTACT DETAILS</u>			
AUTHOR:	Name:	Mark Pirnie	Tel: 023 8083 3886
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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.

RECOMMENDATION:

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

REASON 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 Part 1A Section 9 of the Local Government Act 2000.

Other Legal Implications:

8. None

POLICY FRAMEWORK IMPLICATIONS

9. None.

KEY DECISION? No

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

Appendices

1.	Monitoring Scrutiny Recommendations – 10 th October 2013
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Documents In Members' Rooms

1.	None
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Equality Impact Assessment

Do the implications/subject of the report require an Equality Impact Assessment (EIA) to be carried out.	No
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Other Background Documents

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

Title of Background Paper(s)	Relevant Paragraph of the Access to Information Procedure Rules / Schedule 12A allowing document to be Exempt/Confidential (if applicable)
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1.	None	
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Overview and Scrutiny Management Committee: Holding the Executive to Account

Scrutiny Monitoring – 10th October 2013

Date	Portfolio	Title	Action proposed	Action Taken	Progress Status
17/06/13	Environment & Transport	My Journey	1) The Cabinet Member circulates to the Committee the LSTF Annual Progress report when published.	The Annual report is being drafted and will be circulated to the OSMC when published.	
17/06/13	Environment & Transport	City Centre On Street Residents Permits	1) That the item returns to the OSMC for consideration prior to Cabinet decision.	The results of the TRO consultation will be sent to OSMC before decision taken by the delegated decision maker	
12/09/13	Housing & Sustainability	Homelessness Prevention Strategy	1) That the draft homelessness action plan be brought to the Committee for discussion	The Homelessness Strategy Steering group are to be tasked with devising a yearly work plan in line with the priority actions outlined in the draft strategy. The group is scheduled to meet in November where this will be considered.	
			2) That the Cabinet Member ensures that the Committee be kept informed of the funding position relating to the Homelessness Day Centre	Two Saints who provide the current building and service have been requested to provide their updated funding strategy for the continuation of the current service.	
			3) Information relating to the volume of homelessness enquiries and the extent to which homelessness is being prevented, be circulated to the Committee	We measured both successful and unsuccessful homelessness prevention activity for CLG's monitoring requirements. This indicates between 78% - 87% successful prevention activity over the last 4 years. We stopped the formal collection of unsuccessful activity in April as this data is no longer required by CLG.	
			4) That the Homelessness Prevention Strategy includes reference to ensuring that, wherever possible and sensible to do so, officers work closely with landlords and registered providers to encourage maximisation of the take-up of direct payments to protect the most vulnerable and to prevent rent arrears	An additional priority action to be included: " Maintain current arrangements for rent direct payments to private landlords where they accommodate vulnerable tenants and work to maximise the opportunities for rent direct to all landlords under Universal Credit where this will sustain tenancies for vulnerable households"	

Date	Portfolio	Title	Action proposed	Action Taken	Progress Status
			5) That the Cabinet Member ensures that officers explore what funding levels would be required to address homelessness in Southampton relating to rough sleepers who did not have recourse to public funds	It is the view of officers that this approach could be counter productive to engaging with this client group and would act as a “pull” factor for more rough sleepers to come to the city. The provision of emergency beds for NRPF rough sleepers during severe weather is unfunded and would benefit from some assistance towards costs. Estimates of the housing related costs will be obtained via the current providers.	
12/09/13	Change	People Directorate Transformation	1) That information relating to monies spent on external consultants to date and proposed monies to be spent on external consultants going forward, be circulated to the Committee	The total expenditure on external consultants to date for the People Directorate transformation is £359,096, with a contribution of £50,000 from the Southampton Clinical Commissioning Group. No proposals have been agreed for further monies to be spent on external consultants.	
			2) Information outlining the timetable and key stages to be undertaken, including costs, before a decision can be taken on the future of the IT system be circulated to the Committee	<p>The planned timetable for the Social Care system is outlined below.</p> <p>Soft Market Testing</p> <ul style="list-style-type: none"> • Soft Market testing is planned over the next couple of weeks with the first meetings taking place on the 2 October • This will give us an idea of the capabilities of a number of systems (Civica, Azeus, Liquid Logic and Core Logic) so we understand the capabilities held within the market. • This will inform whether or not Paris meets the needs of the service and matches the best the market can offer or whether a Paris replacement should be considered <p>Improving the existing system</p> <ul style="list-style-type: none"> • Paris is not currently utilised fully, therefore the following plan is being implemented. • Aug - Nov: <ul style="list-style-type: none"> • Data Cleanse. Updating the software and hardware. Paris will be moved to the latest, recommended, hardware and to the 	

Date	Portfolio	Title	Action proposed	Action Taken	Progress Status
				<p>latest system software updates to ensure it is running as quickly and smoothly as possible. The latest thinking is that it may be best to upgrade to the latest version (Paris 4.5) straight away and the requirements for this are currently being scoped.</p> <ul style="list-style-type: none"> • Process improvements. Working groups have been set up to introduce best working practice within Paris to ensure processes are safe and the system is used, trained and supported in the best way possible. • Transformation: Business Cases outlining new operating models and improvements will be completed in November. These will include the best way to utilize Paris via the above and introducing mobile working to further improve services and increase savings. Costs for additional hardware and software (via Paris) will be included in the business cases. • Dec – Mar: <ul style="list-style-type: none"> • Data Cleanse. Implementing previously bought modules within Paris that will now run properly with the improvements above to remove duplications and un-required data from the system. • Process Improvements and transformation: New operating models outlined in business cases will be delivered during this phase, including final improvements to Paris use and processes • April: New ways of working go live <p>New system procurement Once the soft market testing is complete and if it is deemed a replacement is required a full procurement exercise will begin.</p>	

Date	Portfolio	Title	Action proposed	Action Taken	Progress Status
			<p>3) That the Cabinet Member ensures that officers include an appropriate safety net for vulnerable people, to prevent them from being excluded from accessing the appropriate support and services through the channel shift initiatives</p>	<p>All access channels currently utilised by all customers, including the vulnerable, will be enhanced. This will mean that the most vulnerable will see improvements in the service offered by the council.</p> <p>Should it be required for customers to interact with the council via face to face home visits, for example, this will continue and will not be affected by the transformation. In fact, we should be much better placed to identify the most vulnerable and better meet their needs.</p> <p>All of the above will be achieved through smarter working and giving our customers and staff access to the right information and systems in the right place. Meaning that significantly more customer enquiries can be resolved straight away, whether that be on the web, phone, face to face or home visits.</p>	
12/09/13	Children's Services	Corporate Parenting Committee	That the Cabinet Member and officers ensure that consideration is given to the frequency of reporting from the Corporate Parenting Committee to full Council	Reports from Corporate Parenting Committee will be presented at full Council twice yearly. Workshops for Members are in the process of being set up to ensure Members are aware of their corporate parenting responsibilities.	