

Public Document Pack

Overview and Scrutiny Management Committee

Thursday, 10th April, 2014
at 5.30 pm

Council Chamber - Civic Centre

This meeting is open to the public

Members

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

Appointed Members

Mrs U Topp, (Roman Catholic Church)
R Wharton, The Church of England (Dioceses of
Winchester & Portsmouth)

Vacancies

- Primary Parent Governors Representative;
and
- Parent Governor Representative

Contacts

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Democratic Support Officer
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Suki Sitaram
Assistant Chief Executive
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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.

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.

DISCLOSURE OF INTERESTS

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

DISCLOSABLE PECUNIARY INTERESTS

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

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

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

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

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

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

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

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

- a) the total nominal value 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.

Other Interests

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

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

Any public authority or body exercising functions of a public nature

Any body directed to charitable purposes

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

Principles of Decision Making

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

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

In exercising discretion, the decision maker must:

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

AGENDA

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 13th March 2014 and to deal with any matters arising, attached.

7 TRANSFORMATION UPDATE

Report of the Cabinet Member for Education and Change, providing an update on the progress made in relation to the Council's transformation programme during the 4th quarter of 2013/14, attached.

8 FORWARD PLAN

Report of the Assistant Chief Executive detailing items requested for discussion from the current Forward Plan, attached.

- a) Admission Arrangements for Community and Voluntary Controlled Schools for the 2015/16 Academic Year

Briefing paper detailing the issues relating to the forthcoming Cabinet decision “Admission Arrangements for Community Controlled Schools for the 2015/16 Academic Year”, attached.

- b) Award of Contract for Adult Carer Support Service

Briefing paper detailing the issues relating to the forthcoming Cabinet decision “Award of Contract for Adult Carer Support Service”, attached.

9 MONITORING SCRUTINY RECOMMENDATIONS

Report of the Assistant Chief Executive, detailing the actions of the Executive and monitoring recommendations of the Committee, attached.

WEDNESDAY, 2 APRIL 2014

HEAD OF LEGAL AND DEMOCRATIC
SERVICES

SOUTHAMPTON CITY COUNCIL
OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE
MINUTES OF THE MEETING HELD ON 13 MARCH 2014

Present: Councillors Moulton (Chair), Vinson (Vice-Chair), Hammond, Hannides, Keogh, Mintoff, Morrell and Thorpe

Also in Attendance: Cabinet Member for Health and Adult Social Care – Councillor Shields
Cabinet Member for Housing and Sustainability – Councillor Payne
Cabinet Member for Communities – Councillor Kaur

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

The Panel noted the apologies of Mr Wharton, Mrs Topp, Councillor Fitzhenry and Councillor Stevens. The Panel also noted that Councillor Norris was in attendance as a nominated substitute for Councillor Fitzhenry and that Councillor Thorpe had replaced Councillor Chaloner as a committee member in accordance with Procedure Rule 4.3.

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

RESOLVED that the minutes of the Committee Meeting on 16th January 2014 be approved and signed as a correct record.

50. **EXCLUSION OF THE PRESS AND PUBLIC - CONFIDENTIAL PAPERS INCLUDED IN THE FOLLOWING ITEM**

In accordance with the Council's Constitution, specifically the Access to Information Procedure Rules contained within the Constitution, the press and public be excluded from the meeting in respect of any consideration of Item 51 (i).

Confidential item 51 (i) contains information deemed to be exempt from general publication based on category 5 (legal professional privilege) and category 3 (financial and business affairs of the Authority) of paragraph 10.4 of the Council's Access to Information Procedure Rules. It is not in the public interest to disclose this information because the overriding principle in relation to legal professional privilege favours maintaining openness of communication between lawyer and client as a fundamental principle in relation to the administration of justice.

51. **FORWARD PLAN**

The Committee considered the report of the Assistant Chief Executive, detailing items requested for discussion from the current Forward Plan.

RESOLVED

- (i) on consideration of the briefing paper relating to the forthcoming confidential Cabinet Decision "Past Practice in Assessing Contributions for Adult Social Care Non Residential Care", the Committee put forward four confidential recommendations.

- (ii) on consideration of the briefing paper relating to the forthcoming Cabinet Decision “Changes to Housing Allocations Policy”, the Committee recommended that :-
 - a) to improve clarity, the Cabinet Member gives consideration to refining the term “Part of the Family” in paragraph 13 of the Cabinet report; and
 - b) the Cabinet Member explores options regarding the setting of an income cap within the housing allocations policy.

NOTE: Councillor Keogh declared a pecuniary interest in item 51 (i), took no part in the discussion and left the Chamber.

52. **FAMILIES MATTER UPDATE**

The Committee considered the report of the Director, People providing an update on the progress made in relation to the “Family Matters” programme.

RESOLVED:

- (i) that performance information is broken down by criteria and circulated to the Overview and Scrutiny Management Committee;
- (ii) that the Cabinet member considers prioritising the worklessness criteria for the Families Matter programme in 2014/15; and
- (iii) that the Families Matter programme is discussed at a future meeting of the Committee when the VFM evaluation has been completed.

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

The Committee received and noted the report of the Assistant Chief Executive, detailing the actions of the Executive and monitoring progress of the recommendations of the Committee.

Agenda Item 7

DECISION-MAKER:	OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE		
SUBJECT:	TRANSFORMATION UPDATE		
DATE OF DECISION:	10 APRIL 2014		
REPORT OF:	CABINET MEMBER FOR EDUCATION AND CHANGE		
<u>CONTACT DETAILS</u>			
AUTHOR:	Name:	Adrian Richardson	Tel: 023 8083 3528
	E-mail:	Adrian.richardson@southampton.gov.uk	
Director	Name:	Suki Sitaram	Tel: 023 8083 2060
	E-mail:	suki.sitaram@southampton.gov.uk	
STATEMENT OF CONFIDENTIALITY			
None			

BRIEF SUMMARY

This report provides an update on the progress made in relation to the council's transformation programme during the 4th quarter of 2013/14.

RECOMMENDATION:

- (i) The Committee is requested to consider and note this report.

REASON FOR REPORT RECOMMENDATIONS

At the OSMC meeting in November 2013, the chair requested that OSMC receives updates and reviews on the Transformation Programme at appropriate intervals. In response, it was agreed updates will be provided on a quarterly basis, commencing January 2014. This is the update for the 4th quarter of 2013/14 (January – March 2014).

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

None.

DETAIL

1. I am pleased to report that considerable progress has been made in the last 3 months and the achievements I want to highlight are:
 - Cabinet have agreed the list of key transformation projects
 - Key milestones have been achieved in the current transformation projects
 - Work is underway to consolidate current projects into a Customer First programme so that we link our back office processes into the front end customer experience to produce true end to end channel shift
 - Project management and governance arrangements are now in place.
2. The Council's Management Team (CMT) and Heads of Service have been working together to develop the list of transformation projects and focus the programme on the delivery of benefits and the consequential cost reductions.

Three categories of transformation projects have been defined – Cross Cutting, People and Place and the list of eleven key projects is shown in Table 1 below. A considerable amount of work has already been undertaken to prepare business cases for each of these projects and many will be finalised in the coming few weeks. For each project more detailed descriptions are set out in Appendix 1 and Appendix 2 provides the summary in the format being presented to the Transformation and Improvement Board monthly.

3.

Table 1 List of Priority Projects				
Ref	Category	Project	Sponsor	Lead
1.	Cross Cutting	HR Transformation	Mark Heath	Mike Watts
2.	Cross Cutting	Smarter Procurement	Mark Heath	John Spiers
3.	Cross Cutting	Customer First	Andy Lowe	Rob Harwood/ Claire Corbett
4.	Cross Cutting	Business Support Policy and Performance	Suki Sitaram	Vanessa Shahani Emma Lewis
5.	Cross Cutting	Strategic Asset Management and Service properties	Mark Heath	John Spiers
6.	People	Joint and Integrated Commissioning	Alison Elliott	Stephanie Ramsey
7.	People	Children's Services	Alison Elliott	Theresa Leavy
8.	People	Adult Services	Alison Elliott	Helen Woodland/ Paul Juan
9.	People	Housing Services	Alison Elliott	Nick Cross
10.	Place	Waste Services	Stuart Love	Jon Dyer-Slade
11.	Place	Libraries Transformation	Stuart Love	Tina Dyer-Slade

4. Milestones achieved for the current transformation projects:

- Accommodation issues resolved for move from Marland House
- The PARIS upgrade to 4.4 was successful and the 5.1 upgrade is being scoped
- Integrated Commissioning Unit
 - Further work has been done on pulling smaller contracts into a number into a larger tenders
 - Detailed work is underway on reducing high cost placements
 - Changes to the quality team have started showing benefits e.g. – we have moved several nursing homes to come off suspension
 - Work is has been undertaken with Adults regarding review of

Finance and Billing processes with an agreement that these functions will be integrated into the Buyers Team once initial restructure and early review is completed

- Adults Services Transformation
 - New structure went live on 1st April 2014 with an emphasis on greater reablement and supporting people to be more independent.
 - Restructure savings identified for 2014/15 within Adult's Services have been achieved
 - Reviewing assessment process linked to PARIS forms
 - Good progress made with quality assurance framework and proposed recruitment campaign
 - Progress is being made on leaning the processes for assessments and billing – some improvement in processes and further work is being done.
 - Children's Services Transformation
 - Following the restructure, the Children and Families Services division was launched on 1st April 2014 and a number of posts in the new management structure have now been filled.
 - The Multi Agency Safeguarding Hub (MASH) has been established and is located in a new unit in the North Block of the Civic Centre
 - Libraries Transformation
 - The key objectives are to embrace wider council services, commissioners, partners and external agencies in the development of an improved offer. The scope and governance for this project has recently commenced.
5. In February 2014 the Transformation & Improvement Board agreed the revised programme and project governance framework and reporting model and the membership now includes all CMT members. We have agreed to establish the central Programme Management Office (PMO) through secondment s within the council to both lead programmes and projects and support effective project management across the whole council.
 6. This Transformation programme and project governance framework sits alongside the Capital Board governance arrangements and brings together the current programme and project boards into a single governance model framework, aligned to the gateway process. This enables the Transformation and Improvement Board to prioritise, decide and allocate resources for project, ensure projects are well managed and review progress and performance through monthly one page highlight reports. Further work is being done to include benefits realisation and service performance analysis and Appendix 2 shows the high level monthly summary which will be used to monitor the progress of the key transformation projects.
 7. At the meeting in January 2014, I explained our objective to develop current transformation projects into a coordinated "one council" transformation programme. At that time, I had expected to be in a position to present a draft Transformation Plan in March 2014. The timescale for this has been revised to

June 2014. This is to enable the Council’s Management Team to complete further detailed work on producing a cost reduction plan to achieve the required level of savings in the medium term and deliver priority outcomes. Directors are taking the lead with their management teams to review services with options to identify potential cost savings which would come into effect from 2015/16 and beyond. This work includes the finalising of business cases for the transformation of services within the People Directorate and HR transformation.

RESOURCE IMPLICATIONS

Capital/Revenue

- 8. Approvals in the last two months for bids from the Transformation Fund in conjunction with refinements to the previously approved bids leaves a forecast balance of £1.12 M available to support further investment in the transformation programme.
- 9. As well as new resource provision divisions and directorates continue to allocate staff to the delivery of the transformation projects in parallel with input from partner organisations.

Property/Other

- 10. No implications identified at this stage. The Strategic Asset Management work stream is likely to propose significant changes to the management of the council’s property portfolio.

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. These will be defined as the work progresses.

KEY DECISION? No

WARDS/COMMUNITIES AFFECTED:	All
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SUPPORTING DOCUMENTATION

Appendices

1.	Appendix 1 – List of transformation projects
2.	Appendix 2 - Change Portfolio Summary

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?	Yes, separately for different projects
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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.	None	
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Agenda Item 7

Appendix 1

Cross cutting transformation projects				
Ref	Project	Sponsor	Lead	Status
1.	<p>HR transformation</p> <ul style="list-style-type: none"> • HR Operating Model • Resources and Establishment Control (includes agency spend) 	Mark Heath	Mike Watts	Both have been scoped and outline business cases are in the process of being completed
2.	<p>Smarter procurement</p> <ul style="list-style-type: none"> • Sub £100k spend • Consolidate procurement contracts for goods and services 	Mark Heath	John Spiers	Up to £140k agreed from the Transformation Fund and work is being done with Capita.
3.	<p>Customer First: this is to enable customer access through channel shift, single sign-on and access for services within the People directorate (“fat front door”) for services</p> <p>Website refresh</p> <p>Mobile working</p> <p>PARIS</p>	Andy Lowe	Rob Harwood/ Claire Corbett/ Kevin Foley/ Cy Baker	<p>These are critical to how the customers interact with the council in a cost effective way in the future. Work has commenced to scope the channel shift and single sign-on projects.</p> <p>Jadu have been commissioned for the Web Refresh work and the Leadership Group were engaged in an exercise to develop the look and content.</p> <p>Mobile working – project for Parks and Open Spaces has gone live; Housing Operations is due to go live on 1st June 2014.</p> <p>Successful 4.4 upgrade for PARIS was achieved.</p>
4.	Business Support and Policy, strategic planning and performance management	Suki Sitaram	Vanessa Shahani and Emma Lewis	Work started in Nov 2013. Projects are underway and aim to seek Cabinet approval in July 2014 to start formal consultation. Support from Capita has been secured to help design the business support service and business processes.
5.	Strategic Asset Management and Service Property	Mark Heath	John Spiers/ Adrian	By adopting a more strategic approach to asset management assets which have previously

Cross cutting transformation projects				
Ref	Project	Sponsor	Lead	Status
	consolidation, incorporating Accommodation Strategic Action Programme (ASAP), Marlands House Decamp, Service properties		Richardson/ Andrew Verner	been viewed as directorate or divisional resources will be recognised as council resources. All assets will be managed corporately rather than by divisions. This will enable the delivery of greater efficiencies and will ensure resources can be directly applied to the council's highest priorities. A review of these properties is now underway. Marlands House decamp and ASAP (ongoing since 2010) are on schedule to meet agreed milestones.
Service Transformation and Improvement projects				
6.	Joint and Integrated Commissioning including setting up the Buyers' team	Alison Elliott	Stephanie Ramsey Emma Lewis	Started April 2012 - New team has been established and workstreams are underway to progress specific outcomes.
7.	Children's Services	Alison Elliott	Theresa Leavy	New Children and Families Division launched on 1 st April 2014 and MASH has gone live and mobile working is ongoing.
8.	Adult Services	Alison Elliott	Paul Juan/ Helen Woodland	New structure launched on 1 st April 2014. Focus on reablement and helping people to remain independent for longer. BPR underway for end to end processes. Restructure started along with mobile working and channel shift.
9.	Housing Services	Alison Elliott	Sarah Linaker/ Nick Cross	Work underway to optimise use of HRA and integrate services with Children's and Adult's. Comprises three strands – maximising prevention, transforming operations and optimal use of the HRA.
10.	Waste Services	Stuart Love	Jon Dyer- Slade and Gail	Glass collection introduced in March 2014. Processes and systems are being reviewed.

Cross cutting transformation projects

Ref	Project	Sponsor	Lead	Status
			Williams	New and improved team working for collection crews. Commencement of the kerbside glass collection service and the introduction of new glass bank collection arrangements. Improved communications with customers, downloadable glass and garden waste calendars available.
11.	Libraries Transformation	Stuart Love	Tina Dyer-Slade	Project Board is being set up. The key objectives are to embrace wider council services, commissioners, partners and external agencies in the development of an improved offer, more effective and wide ranging service delivery.

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Reporting Month	March	Transformational Fund													
		Status	Red	Amber	Green	Total	DOT	Start-Up (SU)	Delivery (DL)	Closure (CL)	Budget (£)	Forecast (£) 13/14	Forecast (£) 14/15	Forecast (£) 15/16	Total Forecast (£)
T&I Board Date	10-Apr-14	Projects	0	2	9	11	↑	9	1	1	£3,055,710	£849,499	£136,000	£1,933,128	£1,122,582

Cross Cutting

CC #	Project	Project Sponsor	Senior Responsible Officer	Gateway Timetable		Priority	Next Gate G0 - G5	RAG/Percentage complete			Status			Savings				ROI															
				Planned	Actual			H - L	G0 - G5	MA	RR	CR	IG	PI	Start	End	Q1	Q2	Q3	Q4	P	R	O	P	R	O							
1	HR Transformation	Mark Heath	Mike Watts	Apr-14	Dec-15	H	G2	25%	50%	75%	100%	T	G	G	G	£120,000	£120,000																
2	Smarter Procurement	Mark Heath	John Spiers			H	G1	G				G	G	G	G	£140,000																	
3	Customer First	Andy Lowe	Rob Hanwood			H	G1	G				G	G	G	G	£0																	
4	Business Support	Suki Sitarum	Rob Hanwood	May-14	Jun-15	H	G2	G				G	G	G	G	£146,807																	
5	Strategic Asset Management	Mark Heath	John Spiers			H	G1	G				G	G	G	G	£0																	

CC #	Project	Gateway Timetable		Project category					Dates			FY 2013/14				FY 2014/15				FY 2015/16				FY 2016/17										
		Planned	Actual	MA	RR	CR	IG	PI	Start	End	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4				
1	HR Transformation	Apr-14	Dec-15			√		√	√	√	√	√	√																					
2	Smarter Procurement																																	
3	Customer First																																	
4	Business Support	May-14	Jun-15																															
5	Strategic Asset Management																																	

People

PE #	Project	Project Sponsor	Senior Responsible Officer	Gateway Timetable		Priority	Next Gate G0 - G5	RAG/Percentage complete			Status			Savings				ROI															
				Planned	Actual			H - L	G0 - G5	MA	RR	CR	IG	PI	Start	End	B	A	G	P	O	P	R	O									
1	Housing Services	Alison Elliott	Nick Cross			H	G2	25%	50%	75%	100%	T	G	G	G	£75,000																	
2	Children's Services	Alison Elliott	Theresa Leavy			H	G2	A	A			A	G	G	A	£475,200																	
3	Adult Services	Alison Elliott	Helen Woodland			H	G2	A	A			A	G	A	A	£75,000																	
4	Joint and Integrated Commissioning	Alison Elliott	Stephanie Ramsey			H	G4	G	G			G	G	G	G	£0																	

Place

PE #	Project	Gateway Timetable		Project category					Dates			FY 2013/14				FY 2014/15				FY 2015/16				FY 2016/17										
		Planned	Actual	MA	RR	CR	IG	PI	Start	End	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4				
1	Housing Services	Dec-13	Jun-15			√		√	√	√	√	√	√																					
2	Children's Services	Dec-13	Apr-14																															
3	Adult Services	Dec-13	Apr-14																															
4	Joint and Integrated Commissioning																																	

Place

PL #	Project	Project Sponsor	Senior Responsible Officer	Gateway Timetable		Priority	Next Gate G0 - G5	RAG/Percentage complete			Status			Savings				ROI															
				Planned	Actual			H - L	G0 - G5	MA	RR	CR	IG	PI	Start	End	B	G <th>G <th>P</th> <th>O</th> <th>P</th> <th>R</th> <th>O</th> </th>	G <th>P</th> <th>O</th> <th>P</th> <th>R</th> <th>O</th>	P	O	P	R	O									
1	Waste	Stuart Love	Jon Dyer-Stade			H	G5	25%	50%	75%	100%	T	G	G	G	£0																	
2	Libraries Transformation	Stuart Love	Mike Harris			H	G1	G				G	G	G	G	£0																	

PL #	Project	Gateway Timetable		Project category					Dates			FY 2013/14				FY 2014/15				FY 2015/16				FY 2016/17										
		Planned	Actual	MA	RR	CR	IG	PI	Start	End	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4				
1	Waste	N/A	N/A																															
2	Libraries Transformation																																	

Key

G0 - Need	G1 - Assessment	G2 - Justification	G3 - Initiation	G4 - Implementation	G5 - Closure	DOT - Direction of Travel	RR - Risk reduction	CR - Cost reduction	IG - Income generation	PI - Performance improvement		
			MA - Mandatory				CR - Cost reduction		IG - Income generation		PI - Performance improvement	

Project status	
T - Timescale	D - Deliverables
C - Cost	B - Benefits

RAG status	
Red	Off target
Amber	Deteriorating
Green	On target

Savings	
P - Peasamistic	O - Optimistic
R - Realistic	

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Agenda Item 8

DECISION-MAKER:	OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE		
SUBJECT:	FORWARD PLAN		
DATE OF DECISION:	10 th APRIL 2014		
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 April 2014 – July 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
Education and Change	Admission Arrangements for community and voluntary controlled schools for academic year 2014/15	Cllr Moulton
Health and Adult Social Care	Award of Contract for Adult Carer Support Service	Cllr Moulton

Briefing papers responding to the Forward Plan items identified by members

4. 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.	Briefing Paper – Admission Arrangements for community and voluntary controlled schools for academic year 2014/15
2.	Briefing Paper – Award of Contract for Adult Carer Support Service

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)

1.	None	
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BRIEFING PAPER

SUBJECT: ADMISSIONS ARRANGEMENTS FOR COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS FOR THE 2015/16 ACADEMIC YEAR

DATE: 10 APRIL 2014

RECIPIENT: OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

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

A report is scheduled to go to Cabinet on 15 April seeking the approval of admissions arrangements for Community and Voluntary Controlled schools for the 2015/16 academic year. The paper is also seeking approval to increase the Published Admissions Number of four schools.

BACKGROUND and BRIEFING DETAILS:

1. Every year the Local Authority is required to consult on the admissions arrangements for Community and Voluntary Controlled schools. These need to be confirmed 18 months before they are implemented (i.e. for the 2015/16 academic year a decision is required by April 2014). As well as consulting on oversubscription criteria, we have also consulted on proposals to increase the Published Admission Number (PAN) of four schools in 2015/16. This is in response to the increased demand for places during that year. 2015/16 will be the peak year for demand and pupil numbers are forecast to drop back down closer to current levels in 2016/17. As such, officers believe it prudent to expand schools for one year only. This can be done via the admissions consultation and due to the relatively small size of the proposed expansions, no statutory school organisation consultation process is required.
2. The expansion proposals relate to the following schools:
 - Bitterne Park Primary** – PAN increase from 90 to 120 (it is proposed that the extra classroom will be achieved by the reorganisation of existing space within the school)
 - Bitterne Manor Primary** – PAN increase from 30 to 60 (it is proposed that the music room will be converted into a staff room, the staff room into a pre-school and the pre-school into a classroom)
 - Mansbridge Primary** – PAN increase from 30 to 60 (it is proposed that the library will be converted into a classroom)
 - Thornhill Primary** – PAN increase from 45 to 60 (the school has historically accommodated up to 420 pupils so the school has enough classrooms to admit up to 60 pupils in one year group. It is also planned that they will admit up to 60 Year R pupils in 2014/15)

We are also in discussions with Portwood Primary School about increasing their PAN from 60 to 90 with the use of a modular classroom. As an academy it will be for the school to decide whether or not to take this forward.

The table below shows the number of Year R places available compared to the forecast number of Year R pupils:

BRIEFING PAPER

Academic Year	Number of Pupils	Number of Places
2014/15	3,060	3,135
2015/16	3,245	3,255 (subject to cabinet approval)
2016/17	3,100	3,120
2017/18	2,940	3,120

We plan to have a limited amount of surplus places available as to have a large number would be financially detrimental to the schools and the Local Authority.

Admissions Arrangements for Academies

- Academies determine their own admission arrangements and oversubscription criteria. The subject of “vulnerable children” was discussed in detail at the meeting of the Southampton Admissions Forum on 26 February. It was noted that most of the Academies consulting on arrangements for 2015/16 were reinstating a category of “children subject to a child protection plan” albeit not in exactly the same place as the LA has the category of “children subject to a child protection plan or otherwise deemed vulnerable by the Senior Officer with responsibility for Safeguarding”. It was pointed out in the discussion that none of the “faith schools” (i.e Holy Family; Springhill; St Patrick’s Catholic Primary School; Highfield C of E Primary and St Anne’s and St George) have ever had such a criterion; nor have they had a medical criteria either.
- It was clear from the discussion at the Forum that Academies would not have access to information that the LA (as admission authority) would have in its role as the agency responsible for safeguarding. Indeed a governor of an academy asking for information about a child would be most unlikely to be given it for confidentiality reasons. This meant that an Academy could not have “otherwise deemed vulnerable” as part of its arrangements. It was also felt that perhaps the Local Authority’s criterion needed to be amended to reflect better the aim of meeting the needs of vulnerable children in the city without extending too widely so that it applied to hundreds of children. The outcome of the discussion was that the Local Authority would hold discussions with other admission authorities in the city to see if a universal definition could be agreed, although it was accepted that this could only be adopted for 2016/17 entry. The Local Authority will start discussion with heads of all schools, and others, in the summer term.

RESOURCE/POLICY/FINANCIAL/LEGAL IMPLICATIONS:

Financial

- There will be some capital costs arising from the need to expand the four schools for one year. Approval for the addition of the capital projects to the Education Capital Programme will be requested at the June Council meeting. It is anticipated that the costs of these projects will be funded from Department for Education Basic Need capital grant, subject to the relevant authorisations being given by full Council.

School revenue budgets are funded from the Dedicated Schools Grant and there are therefore no additional revenue costs to the general fund arising directly from the

BRIEFING PAPER

approval of the admissions policies for the academic year 2015-16.

Legal

6. As the size of the expansions are not large enough to trigger the requirement for full statutory consultation, as per School Organisation guidance, the consultation has been in line with the admissions code. The consultation on admissions arrangements ran from November 2013 to February 2014. The proposals were published on the council websites and key stakeholders were also informed (e.g. local dioceses, all schools, neighbouring Local Authorities). A significant number of responses were received, the majority of which were in relation to the proposed expansion of Bitterne Manor Primary. All responses will be published with the Cabinet papers. The main concerns were:

Issue raised	LA Response
Loss of ancillary space (e.g. music room)	Several other schools have less ancillary space and a greater number of pupils than Bitterne Manor and provide a high standard of education. As such, it is not felt that the loss of this space will have a detrimental impact on education standards.
Increased traffic levels	While acknowledging that there is traffic congestion at the site this is a common problem at many schools. The LA advise that the school produce/update a school travel plan and that parents refrain from parking near the school entrance.
Impact on future admissions – some parents are concerned that siblings will be offered places ahead of local children in the future.	Those with a sibling at the school will get a place ahead of those that live in the catchment area. We estimate that 1-4 extra year R pupils in any one year could be eligible for a place via sibling criteria. If we didn't expand the school there will be some children that currently live in the local area that may not get a place.

A paper is due to go to Cabinet on 15 April 2014 seeking approval for the 2015/16 admissions arrangements, including the proposed PAN increases.

Policy

7. The proposed expansions are in line with the School Organisation Plan 2013-2022.

Appendices/Supporting Information:

None

Further Information Available From:

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E-mail: James.Howells@southampton.gov.uk

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BRIEFING PAPER

SUBJECT: AWARD OF CONTRACT FOR ADULT CARER SUPPORT SERVICE
DATE: 10 APRIL 2014
RECIPIENT: OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

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

A report is scheduled to be presented to the 15 April 2014 meeting of Cabinet, for the Cabinet Member for Health and Adult Social Care to approve the award of the contract for Adult Carer Support Services to tenderer A. The service, if approved, will commence on 1st September for a period of 3 years and provide a significant increase in the identification of carers alongside the provision of advice and support, while retaining some of the smaller vital and valuable services currently operating in some areas of the City. The tender has been in response to a Commissioning Framework for Carers developed in 2013, which identified the need to improve and expand the identification of carers in Southampton. The procurement process for this contract commenced in December 2013 with final submissions on 6th February 2014. Submissions have been evaluated in line with SCC procurement requirements.

BACKGROUND and BRIEFING DETAILS:

1. On behalf of the Southampton Clinical Commissioning Group (SCCG) and Southampton City Council (SCC) a review of current support for carers was undertaken. The information gathered was collated into a Commissioning Framework which has set out both the SCCG and SCC intentions to improve the support for carers in Southampton. The Commissioning Framework for Carers was developed through consultation and approved through both SCC and SCCG management structures (SMT and DMT). The Commissioning Framework covers a broad range of support services, of which this service will form a part of ongoing and future improvements in Southampton.
2. Southampton has a large number of carers, over 20,000 identified through the 2011 Census, of which only a small proportion receive carers allowance or support from Local Authority services. Population estimates (used by Royal College of GPs and Carers Trust) estimate around 12% of the population are carers. This equates to around 36,000 for Southampton, yet the very limited data we have shows we have contact with only a very small number of carers. For those we are in contact with the local Carers Survey reflects the majority of carers report good quality of life, satisfaction with social services and feel included in discussions about the person they care for. However, a small number say they feel isolated and have little information on available support. Local feedback (Carers Together events) also tells us that there needs to be an improvement in the identification of carers, increased advocacy services alongside improved information and access points.

BRIEFING PAPER

3. The Integrated Commissioning Unit's intention is to substantially improve the number of carers who are identified, provided with advice and where appropriate signposted onto relevant services. Carers are a valuable part of the overall health and social care system. The new service will ensure appropriate information, advice and support is available to assist them to maintain their own health and in doing so, continue their role as a carer.

RESOURCE/POLICY/FINANCIAL/LEGAL IMPLICATIONS:

Financial

4. The proposed new service will be jointly funded by the Council and Southampton City Clinical Commissioning Group. The funding will be held by the Council under section 256 of the National Health Service Act 2006. The S256 agreement will run concurrently with the proposed Carers contract.
5. The Health and Adult Social Care Portfolio currently holds a recurring revenue budget which funds a variety of contracted support services for adult carers. The Council's contribution to the proposed contract will be funded from within, and limited to, this existing resource.

Property / Other

6. There are no property resource implications.

Legal

7. The design and the running of this procurement has been in accordance with the authority's Contract Procedure and Financial Procedure Rules
8. The contract supports the Local Authority to support the carers through identification, advice, support and signposting. These are not requirements set out in legislation but this service will support the important role of valuing carers as set out in the Carers and Disabled Children Act 2000, the Carers (Equal Opportunities) Act and the Carers (Recognition and Services) Act 1995.

Policy

9. The report is in line with the Policy Framework.

Appendices/Supporting Information:

None

Further Information Available From:

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Agenda Item 9

DECISION-MAKER:	OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE		
SUBJECT:	MONITORING SCRUTINY RECOMMENDATIONS TO THE EXECUTIVE		
DATE OF DECISION:	10 TH APRIL 2014		
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 April 2014
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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 April 2014: Excluding recommendations on the confidential item

Date	Portfolio	Title	Action proposed	Action Taken	Progress Status			
13/03/14	Housing & Sustainability	Housing Allocations Policy	1) That, to improve clarity, the Cabinet Member gives consideration to refining the term 'Part of the Family' in paragraph 13 of the Cabinet report.	The allocations policy document will be written as clearly as possible using plain language to provide clarity for public use. This will cover eligibility for, and the assessment of, housing need including definitions of households and family. Mechanisms to test understanding with customers will be utilised.				
			2) That the Cabinet Member explores options regarding the setting of an income cap within the housing allocations policy.	Income details of new applicants will be incorporated in new application processes to provide evidence on which to build further policy. The cabinet member will review the issue in due course once adequate data has been gathered.				
13/03/14	Communities	Families Matter	1) That performance information is broken down by criteria and circulated to the OSMC.	The performance information is broken down in to ASB/Crime/Education and Progress to Work and Continuous Employment. The former cannot be broken down further as the PBR criteria dictates that the 3 cannot be claimed for separately. Please see table below:				
				Payment-by-Results/ No. Families Turned Around				
				Year 2	Crime/ASB / Education	Continuous Employment	Progress To Work	Total Turned Around
				Q1	36	2	7	45
Q2	274	9	8	291				

Date	Portfolio	Title	Action proposed	Action Taken	Progress Status
			2) That the Cabinet Member considers prioritising the worklessness criteria for the Families Matter programme in 2014/15.	We can confirm the prioritisation of the Employment agenda within Families Matter in 2014/15 with a more targeted approach and improved utilisation of the DWP secondees.	
			3) That the Families Matter programme is discussed at a future meeting of the Committee when the VFM evaluation has been completed.	Programmed in	