

Public Document Pack

Cabinet

Tuesday, 17th March, 2015
at 4.30 pm

PLEASE NOTE TIME OF MEETING

Council Chamber - Civic Centre

This meeting is open to the public

Members

Councillor Simon Letts, Leader of the Council
Councillor Stephen Barnes-Andrews, Cabinet Member for Resources and Leisure
Councillor Daniel Jeffery, Cabinet Member for Education and Change
Councillor Mark Chaloner, Cabinet Member for Children's Safeguarding
Councillor Satvir Kaur, Cabinet Member for Communities
Councillor Jacqui Rayment, Cabinet Member for Environment and Transport
Councillor Dave Shields, Cabinet Member for Health and Adult Social Care
Councillor Warwick Payne, Cabinet Member for Housing and Sustainability

(QUORUM – 3)

Contacts

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BACKGROUND AND RELEVANT INFORMATION

The Role of the Executive

The Cabinet and individual Cabinet Members make executive decisions relating to services provided by the Council, except for those matters which are reserved for decision by the full Council and planning and licensing matters which are dealt with by specialist regulatory panels.

The Forward Plan

The Forward Plan is published on a monthly basis and provides details of all the key executive decisions to be made in the four month period following its publication. The Forward Plan is available on request or on the Southampton City Council website, www.southampton.gov.uk

Implementation of Decisions

Any Executive Decision may be “called-in” as part of the Council’s Overview and Scrutiny function for review and scrutiny. The relevant Overview and Scrutiny Panel may ask the Executive to reconsider a decision, but does not have the power to change the decision themselves.

Mobile Telephones – Please switch your mobile telephones to silent whilst in the meeting.

Use of Social Media

The Council supports the video or audio recording of meetings open to the public, for either live or subsequent broadcast. However, if, in the Chair’s opinion, a person filming or recording a meeting or taking photographs is interrupting proceedings or causing a disturbance, under the Council’s Standing Orders the person can be ordered to stop their activity, or to leave the meeting

Southampton City Council’s Priorities:

- Jobs for local people
- Prevention and early intervention
- Protecting vulnerable people
- Affordable housing
- Services for all
- City pride
- A sustainable Council

Executive Functions

The specific functions for which the Cabinet and individual Cabinet Members are responsible are contained in Part 3 of the Council’s Constitution. Copies of the Constitution are available on request or from the City Council website, www.southampton.gov.uk

Key Decisions

A Key Decision is an Executive Decision that is likely to have a significant:

- financial impact (£500,000 or more)
- impact on two or more wards
- impact on an identifiable community

Procedure / Public Representations

At the discretion of the Chair, members of the public may address the meeting on any report included on the agenda in which they have a relevant interest. Any member of the public wishing to address the meeting should advise the Democratic Support Officer (DSO) whose contact details are on the front sheet of the agenda.

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

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

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

Municipal Year Dates (Tuesdays)

2015	2016
16 June	19 January
14 July	9 February (Budget)
18 August	16 February
15 September	15 March
20 October	19 April
17 November	
15 December	

CONDUCT OF MEETING

TERMS OF REFERENCE

The terms of reference of the Cabinet, and its Executive Members, are set out in Part 3 of the Council's Constitution.

RULES OF PROCEDURE

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

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 of 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

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 3.

- 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

1 APOLOGIES

To receive any apologies.

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.

EXECUTIVE BUSINESS

3 STATEMENT FROM THE LEADER

4 RECORD OF THE PREVIOUS DECISION MAKING (Pages 1 - 12)

Record of the decision making held on 10th and 17th February, 2015, attached.

5 MATTERS REFERRED BY THE COUNCIL OR BY THE OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE FOR RECONSIDERATION (IF ANY)

There are no matters referred for reconsideration.

6 REPORTS FROM OVERVIEW AND SCRUTINY COMMITTEES (IF ANY)

There are no items for consideration

7 EXECUTIVE APPOINTMENTS

To deal with any executive appointments, as required.

8 QUESTIONS FROM MEMBERS TO CABINET MEMBERS

To consider any questions to the Executive from Members of the Council submitted on notice.

ITEMS FOR DECISION BY CABINET

9 INCREASE IN PUPIL NUMBERS AT SPRINGWELL SPECIAL SCHOOL □ (Pages 13 - 70)

Report of the Cabinet Member for Education and Change outlining the outcome of the statutory consultation on expansion at Springwell School and seeking a decision to authorise the increase in pupil numbers on-roll at Springwell Special School from September 2015, attached.

10 ADMISSION ARRANGEMENTS FOR INFANT, JUNIOR, PRIMARY AND SECONDARY COMMUNITY AND VOLUNTARY CONTROLLED SCHOOL 2016/17 □ (Pages 71 - 112)

Report of the Cabinet Member for Education and Change seeking approval of the admission arrangements for Community and Voluntary Controlled Infant, Junior, Primary and Secondary Schools for 2016/17, attached.

11 ENVIRONMENT AND TRANSPORT CAPITAL PROGRAMME 2015/16 - APPROVAL TO SPEND □ (Pages 113 - 140)

Report of the Cabinet Member for Environment and Transport seeking approval to spend and to provide details of the Environment and Transport capital programme 2015/16, attached.

12 LOCAL SAFEGUARDING ADULTS BOARD - GOVERNANCE ARRANGEMENTS (Pages 141 - 156)

Report of the Cabinet Member for Health and Adult Social Care detailing governance arrangements for the Statutory Local Safeguarding Adults Board, attached.

13 CORE STRATEGY PARTIAL REVIEW: ADOPTION □ (Pages 157 - 160)

Report of the Leader of the Council seeking approval of the Core Strategy, attached.

14 CITY CENTRE ACTION PLAN: ADOPTION □ (Pages 161 - 166)

Report of the Leader of the Council seeking adoption to the City Centre Action Plan, attached.

15 GRANTS TO VOLUNTARY ORGANISATIONS 2015 TO 2019 □ (Pages 167 - 180)

Report of the Cabinet Member for Resources and Leisure on recommendations for the process of allocating the grants to voluntary organisations budget to March 2019, attached.

16 EXCLUSION OF THE PRESS AND PUBLIC - CONFIDENTIAL PAPERS INCLUDED IN THE FOLLOWING ITEM

To move that in accordance with the Council's Constitution, specifically the Access to Information Procedure Rules contained within the Constitution, the press and public be excluded from the meeting in respect of any consideration of the confidential appendix 2 to the following item.

The Confidential Appendix contains information deemed to be exempt from general publication by virtue of category 3 to paragraph 10.4 of the Council's Access to Information Procedure Rules as contained in the constitution. Publication of this information could influence bids for the property which may be to the Council's financial detriment.

17 *WEST QUAY 3 SITE B - APPROVAL OF DISPOSAL □ (Pages 181 - 190)

Report of the Leader of the Council to approve the principle of the terms of the disposal of West Quay 3 Site B, attached.

18 EXCLUSION OF THE PRESS AND PUBLIC - CONFIDENTIAL PAPERS INCLUDED IN THE FOLLOWING ITEM

To move that in accordance with the Council's Constitution, specifically the Access to Information Procedure Rules contained within the Constitution, the press and public be excluded from the meeting in respect of any consideration of the confidential report to the following Item

This report is not for publication by virtue of categories 3 and 5 (financial and business affairs of the authority and information in respect of which a claim for legal professional privilege could be maintained) of paragraph 10.4 of the Council's Access to Information procedure Rules as contained in the Council's Constitution.

It is not in the public interest to disclose this information because this case is in dispute with imminent risk of litigation. The Council is formally subject to the Pre-Action Protocol for Construction and Engineering disputes with the next step being formal proceedings. The contents of this report is therefore sensitive to this ongoing dispute and the prospects for settling this matter in favour of the Authority.

19 *CONTRACT DISPUTE □ (Pages 191 - 246)

Report of the Cabinet Member for Education and Change for a decision to be made for a contract dispute, attached.

Monday, 9 March 2015

Head of Legal and Democratic Services

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RECORD OF PREVIOUS DECISION MAKING

To note the record of decision making for the following meetings:

- 10 February 2015
- 17 February 2015

SOUTHAMPTON CITY COUNCIL
EXECUTIVE DECISION MAKING

RECORD OF THE DECISION MAKING HELD ON 10 FEBRUARY 2015

Present:

Councillor Letts	Leader of the Council
Councillor Barnes-Andrews	Cabinet Member for Resources and Leisure
Councillor Jeffery	Cabinet Member for Education and Change
Councillor Chaloner	Cabinet Member for Children's Safeguarding
Councillor Kaur	Cabinet Member for Communities
Councillor Rayment	Cabinet Member for Environment and Transport
Councillor Payne	Cabinet Member for Housing and Sustainability

Apologies: Councillor Shields

57. QUESTIONS FROM MEMBERS TO CABINET MEMBERS

Question from Councillor Baillie to Councillor Barnes-Andrews, Cabinet Member for Resources and Leisure.

Next year's budget is showing an extra £8 million in reserves over what was expected. Thus your reduction in expenditure for the provision of the library service, and at Cobbett Road in particular, can now only be due to a deliberate political decision, and nothing to do with lack of finance. Will you now commit to keeping Cobbett Road Library open for the people of Bitterne Park and Peartree?

Answer

The budgeted position for Balances in 2015/16 is £11.9m, in the November report this position was expected to be £11.1m. The main reason for the increase is a reduced draw from revenue due to increased council tax and business rates surpluses.

The Medium Term Financial Position for 2016/17 & 2017/18 shows a £60.7m budget gap that needs to be addressed, for 2019/20 this gap rises to £90m based on current estimates. With a gap of such sizeable proportions, and increasing demand in social care, it is sound financial management and a prudent approach to maintain a level of balances and reserves that reflect the level of risk associated with the gap and the increasing demand.

Appendix 12 sets out the risks the Council faces which are considerable, where possible the medium term financial position needs to be based on recurrent savings rather than utilising balances to ensure we have a sustainable financial position.

The 14 week consultation finishes on 6th March 2015. Cabinet report expected towards the end of July 2015. There will be no change in 2015/16.

58. CORPORATE REVENUE FINANCIAL MONITORING FOR THE PERIOD TO THE END OF DECEMBER 2014

On consideration of the report of the Cabinet Member for Resources and Leisure, summarising the General Fund and Housing Revenue Account revenue financial position for the Authority for 9 months to the end of December 2014 Cabinet agreed to:

- (i) Note the current General Fund revenue position for 2014/15 as at Month 9 (December), which is a forecast under spend at year end of £695k against the budget approved by Council on 12 February 2014, as outlined in paragraph 4.
- (ii) Note that the forecast over spend for portfolios is £3,262k after draws from the Risk Fund and carry forward requests are taken into account.
- (iii) Note that portfolios plan to take remedial action to manage a number of the corporate and key issues highlighted in this report and that the financial impact is reflected in the forecast position.
- (iv) Note that the Risk Fund stands at a sum of £3,117k to cover service related risks (following the allocation of £1,283k to portfolios) and that the estimated draw at Month 9 is £1,758k.
- (v) Note that it has been assumed that the contingency balance, which now stands at £242k, will be fully utilised by the end of 2014/15.
- (vi) Note the performance to date with regard to the delivery of the agreed savings proposals approved for 2014/15 as detailed in Appendix 9.
- (vii) Note the performance against the financial health indicators detailed in Appendix 10.
- (viii) Note the performance outlined in the Quarterly Treasury Management Report attached as Appendix 11.
- (ix) Note the current HRA budget monitoring position for 2014/15, as at Month 9 (December). There is a forecast over spend at year end of £267k against the budget approved by Council on 12 February 2014, as outlined in paragraph 30.

59. THE GENERAL FUND CAPITAL PROGRAMME 2014/15 TO 2017/18
DECISION MADE: (Ref: CAB 14/15 14179)

On consideration of the report of the Cabinet Member for Resources and Leisure detailing any major changes in the overall General Fund Capital Programme since it was last reported on 17 September 2014, Cabinet agreed to approve the changes to the General Fund Capital Programme as set out in Council recommendations (i) – (xii), set out below:

- (i) Approve the revised General Fund Capital Programme, which totals £101,932k (as detailed in paragraph 4) and the associated use of resources.
- (ii) Note the changes to the programme as summarised in Appendix 2 and described in detail in Appendix 3.
- (iii) Note the slippage and re-phasing as described in detail in Appendix 3.
- (iv) Note that the revised General Fund Capital Programme is based on prudent assumptions of future Government Grants to be received, and that announcements made as part of the Comprehensive Spending Review for 2015/16 and the provisional local government finance settlement have been appropriately reflected in the proposed programme presented for approval.

- (v) Note that additional temporary borrowing taken out in 2010/11 and 2011/12 due to cash flow issues, now totalling £3,650k is expected to be repaid by the end of 2016/17 when anticipated capital receipts are finally forecast to be received.
- (vi) Add a sum of £6,704k to the Environment & Transport capital programme in 2015/16 for the Highways & Bridges Programme to be funded from Council Resources (£2,600k capital receipts), Local Highways Maintenance grant (£1,704k), Borrowing (£1,900k) and Revenue (£500k from the On-Street reserve).
- (vii) Add a sum of £1,669k to the Environment & Transport capital programme in 2015/16 for the Integrated Transport Programme to be funded from Integrated Transport Block grant.
- (viii) Add a sum of £2,300k to the Leader's capital programme in 2015/16 for the scheme set out in confidential Appendix 5.
- (ix) Add a sum of £240k to the Resources and Leisure (Leisure) capital programme in 2015/16 for the Bargate Monument repairs scheme to be funded from Council Resources (capital receipts). To give approval to spend up to this sum in 2015/16.
- (x) To note the current position regarding the Council's Disposal programme as detailed in paragraph 21.
- (xi) Note the financial and project issues which are set out in paragraphs 28 to 33 and detailed in Appendix 3 for each Portfolio.
- (xii) Note that a review of the Council's capital strategy has been undertaken as detailed in Appendix 6.

60. GENERAL FUND REVENUE BUDGET 2015/16 TO 2017/18

DECISION MADE: (Ref: CAB 14/15 14181)

On consideration of the report of the Cabinet Member for Resources and Leisure seeking to set out the latest estimated overall financial position on the General Fund Revenue Budget for 2015/16 to 2017/18 and to outline the main issues that need to be addressed in considering the Cabinet's Budget and Council Tax proposals to Council on 11 February 2015, and having received representations from a member of the public, Cabinet agreed the following:

- (a) To note the position on the estimated outturn and revised budget for 2014/15 as set out in paragraphs 21 to 24 of the report.
- (b) To note the position on the forecast roll forward budget for 2015/16 as set out in paragraphs 34 to 77 of the report.
- (c) To note and approve the arrangements made by the Leader, in accordance with the Local Government Act 2000, for the Cabinet Member for Resources and Leisure to have responsibility for financial management and budgetary policies and strategies, and that the Cabinet Member for Resources and Leisure will, in accordance with the Budget & Policy Framework Rules as set out in the Council's Constitution, be authorised to finalise the Executive's proposals in respect of the Budget for 2015/16, in consultation with the Leader, for submission to Full Council on 11 February 2015.
- (d) To approve and recommend to Council where appropriate, the General Fund Revenue Budget changes as set out in Council recommendations i-xxiii set out below:

- (i) To note the budget consultation process that was followed as outlined in Appendix 1 and notes that this year's process took into consideration feedback from last year on how to improve the process.
- (ii) To note that the consultation feedback has been taken into consideration by the Cabinet and has informed their final budget proposals.
- (iii) To note the Equality and Safety Impact Assessment process that was followed as set out in paragraphs 18 to 20 and the details contained in Appendix 2 which reflect the feedback received through the consultation process.
- (iv) To approve the revised estimate for 2014/15 as set out in Appendix 3.
- (v) To note the position on the forecast roll forward budget for 2015/16 as set out in paragraphs 34 to 77.
- (vi) To approve the revenue pressures and bids as set out in Appendix 4 and 5 respectively.
- (vii) To approve the revenue pressures and bids as set out in Appendix 4 and 5 respectively.
- (viii) To approve the General Fund Revenue Budget 2015/16 as set out in Appendix 7, which assumes a council tax increase of 1.99%.
- (ix) To delegate authority to the Chief Financial Officer (CFO) to action all budget changes arising from the approved pressures, bids, efficiencies, income and service reductions and incorporate any other approved amendments into the General Fund estimates.
- (x) To note that after taking these items into account, there is an estimated General Fund balance of £9.6M at the end of 2017/18 as detailed in paragraph 114.
- (xi) To delegate authority to the Chief Financial Officer, in consultation with the Head of Legal and Democratic Services, to do anything necessary to give effect to the recommendations in this report.
- (xii) To set the Council Tax Requirement for 2015/16 at £77.27M.
- (xiii) To note the estimates of precepts on the Council Tax collection fund for 2015/16 as set out in Appendix 9.
- (xiv) To delegate authority to the Chief Financial Officer to implement any variation to the overall level of Council Tax arising from the final notification of the Hampshire Fire and Rescue Authority precept and the Police and Crime Commissioner for Hampshire precept.
- (xv) To note the Medium Term Financial Strategy as detailed in Appendix 10 including the Medium Term Financial Forecast in Annex A of this appendix.
- (xvi) To approve the Reserves Policy as set out in the Medium Term Financial Strategy at Appendix 10.
- (xvii) To approve the creation of a Medium Term Financial Risk Reserve with a contribution of £2.89M in 2015/16 and to delegate authority to draw on this reserve to the Chief Financial Officer and Chief Executive in consultation with the Cabinet Member for Resources as set out in paragraph 119.
- (xviii) To authorise the Chief Executive and Chief Officers to pursue the development of the options for efficiencies, income and service reductions as set out in Appendix 6b for the financial years 2016/17 and 2017/18 and continue to develop options to close the remaining projected gaps in those years.
- (xix) To approve entering in to an agreement with the Local Capital Finance Company and to approve a £20,000 investment in the Company in 2015/16 to enable SCC to have access to this competitive alternative borrowing source, as set out in paragraph 85.
- (xx) To approve entering into a Section 75 (S75) of the National Health Service Act 2006 Partnership Agreement pooled fund, noting the minimum statutory

- requirement to pool £15.325m revenue (SCC contribution £5.085M) and £1.526m (all SCC contribution) capital as detailed in paragraphs 124 to 128.
- (xxi) To note the actual S75 pooled fund to be set up will be an estimated £61M and approve a total SCC contribution of £5.3M revenue and £1.526M capital, from 1 April 2015.
 - (xxii) To approve, in conjunction with recommendation xxiii, the addition of the remaining budgets included within the schemes as per the Better Care Plan, into the pooled fund as and when appropriate, bringing the total value to approximately £132M (SCC contribution of £51M).
 - (xxiii) To delegate authority to the Director, People, following consultation with the lead Cabinet Member for Health and Adult Social Care, the Chair of the Health and Wellbeing Board and the Head of Legal and Democratic Services, to (a) agree the terms and conditions of the pooled fund agreement under S75 of the National Health Service Act 2006 and (b) to carry out any ancillary actions needed to give effect to this recommendation.

61. HOUSING REVENUE ACCOUNT BUDGET REPORT AND BUSINESS PLAN
 DECISION MADE: (Ref: CAB 14/15 14177)

On consideration of the report of the Cabinet Member for Housing and Sustainability seeking approval for the Housing Revenue Account budget proposals and long term business plan to be recommended to the budget setting Council meeting on 11 February 2015, Cabinet agreed the following:

- (i) To consider the report and agree that the recommendations, as set out below, be made to Council at the meeting on 11 February 2015.
- (ii) To approve the addition of £1,000,000 to the Housing Revenue Account Capital Programme for an Existing Satisfactory Purchase Scheme, funded from retained 'right to buy' capital receipts (30%) and direct revenue financing (70%).
- (iii) To approve capital expenditure of £1,000,000 in 2015/16, in accordance with Financial Procedure Rules, on the Existing Satisfactory Purchase Scheme and to give delegated authority to the Director of People to agree individual property acquisitions, as set out in paragraphs 34 to 36 of this report.

Council Recommendations:

- (i) To thank the Tenant Resources Group for their input to the capital and revenue budget setting process and to note their endorsement of the recommendations set out in this report and also the broad support for the proposals received at the Tenants' Winter Conference.
- (ii) To approve the following to calculate the dwelling rent increase from 1 April 2015:
 - That the standard increase applied to all dwelling rents should be 2.2% (CPI plus 1.0%), as set out in paragraph 11 of this report, equivalent to an average increase of £1.84 per week; and
 - That dwelling specific adjustments should be made to give an additional increase in average rent levels of 1.3% (£1.09 per week), subject to the total

increase from both elements not exceeding £10.00 per week for any individual property, as set out in paragraph 13 of this report.

- (iii) To approve, based on the calculation set out in recommendation (ii) above, that with effect from the 1 April 2015, the current average weekly dwelling rent figure of £83.92 should increase by 3.5%, which will equate to an average increase of £2.93 per week.
- (iv) To note that the actual total increase in individual rents will vary by property, as explained in paragraph 14 of this report.
- (v) To note the following weekly service charges from 1 April 2015 based on a full cost recovery approach:
 - Digital TV £0.42 (unchanged from 2014/15)
 - Concierge £1.20 (unchanged from 2014/15)
 - Tower Block Warden £4.97 (unchanged from 2014/15)
- (vi) To note that the new cleaning charge for walk up blocks of £0.63 per week, which was introduced from July 2014, will also be unchanged from 1 April 2015.
- (vii) To note that the service charges for supported accommodation will continue at the rates approved in February 2013.
- (viii) To note that the charges for garages and parking spaces for 2015/16 will be increased by 1.2% in line with the increase in CPI.
- (ix) To approve the Housing Revenue Account Revenue Estimates as set out in the attached Appendix 1.
- (x) To approve the addition of £12,272,000 to the Housing Revenue Account Capital Programme for a Provision of Social Housing Scheme, funded from retained 'right to buy' capital receipts (30%) and borrowing (70%), as set out in paragraphs 34 to 36 of this report.
- (xi) To approve the revised Housing Revenue Account 5 Year Capital Programme set out in Appendix 2 and to note the key variances and issues in Appendix 3.
- (xii) To approve the 30 year Business Plans for revenue and capital expenditure set out in Appendices 4 and 5 respectively.
- (xiii) To note the HRA Business Plan - Planning Assumptions, as set out in Appendix 6.
- (xiv) To note that rental income and service charge payments will continue to be paid by tenants over a 48 week period.

62. IMPLEMENTING THE COUNCIL STRATEGY 2014-2017: TRANSFORMATION PROGRAMME UPDATE

DECISION MADE: (Ref: CAB 14/15 13599)

On consideration of the report of the Cabinet Member for Education and Change and the Cabinet Member for Resources and Leisure detailing the progress made in implementing the transformation programme, Cabinet agreed the following:

Cabinet recommended to Full Council, approval of the following recommendations:

- (i) To approve the Outline Business Case set out in Section A of this report.
- (ii) To endorse and recommend for approval by Full Council the new operating model for the Council set out in Section D of this report.

- (iii) To approve the high level implementation plan set out in Appendix 1 of this report.
- (iv) To note that regular updates on the position and progress of the Transformation Programme will be provided to Cabinet and (by agreement with the Chair) Overview and Scrutiny Management Committee.
- (v) To authorise the Chief Executive to take any further action necessary to give effect to the decisions of the Executive in relation to this matter.

Cabinet approved the following recommendations:

- (vi) To approve in principle, the procurement of a strategic partner to deliver the transformation programme and delegate authority to the Chief Executive following consultation with the Cabinet Member for Education and Change to enter into such an arrangement.
- (vii) To note that the Head of Legal & Democratic Services consequentially has authority to seal any contractual documentation arising from this.

SOUTHAMPTON CITY COUNCIL
EXECUTIVE DECISION MAKING

RECORD OF THE DECISION MAKING HELD ON 17 FEBRUARY 2015

Present:

Councillor Barnes-Andrews	Cabinet Member for Resources and Leisure
Councillor Jeffery	Cabinet Member for Education and Change
Councillor Rayment	Cabinet Member for Environment and Transport
Councillor Shields	Cabinet Member for Health and Adult Social Care
Councillor Payne	Cabinet Member for Housing and Sustainability

Apologies: Councillors Letts, Chaloner and Kaur

63. INCREASE IN PUPIL NUMBERS AT BITTERNE PARK SCHOOL

DECISION MADE: (Ref: CAB 14/15 14199)

On consideration of the report of the Cabinet Member for Education and Change seeking approval to expand pupil numbers attending Bitterne Park School, Cabinet agreed the following:

- (i) To note the outcome of statutory consultation as set out in this report;
- (ii) To authorise the increase in pupil numbers at Bitterne Park Secondary School to 1800; increasing the PAN of the School to 360 from 1 September 2017; and
- (iii) To delegate authority to the Director, People, following consultation with the Cabinet Member for Education and Change, to do anything necessary to give effect to the recommendations in this report.

64. HRA SCHEME APPROVAL - IMPROVEMENT WORK TO TOWER BLOCKS

DECISION MADE: (Ref: CAB 14/15 14231)

On consideration of the report of the Cabinet Member for Housing and Sustainability seeking scheme approval for Capital funding to undertake works to enhance the fire safety protection, and having received representation from a Member of the Council, Cabinet agreed the following:

- (i) To approve, in accordance with Financial Procedure Rules, capital expenditure of £1,011,000 on fire prevention measures to Albion Towers, Sturminster House and Shirley Towers, provision for which exists within the HRA Capital Programme as follows:-

Safe Wind and Weather Tight	2015/16 £000	2016/17 £000
Improvement Works to Tower Blocks.	<u>700</u>	<u>311</u>
Total	<u>700</u>	<u>311</u>

65. DOMESTIC ABUSE AND SEXUAL VIOLENCE SERVICES IN SOUTHAMPTON
 DECISION MADE: (Ref: 14/15 14227)

On consideration of the report of the Cabinet Member for Communities detailing recommendations for the future of Domestic Abuse and Sexual Violence Services in Southampton, Cabinet agreed the following:

- (iv) To authorise a single procurement exercise for a framework that covers a new Domestic Abuse and Sexual Violence (DASV) prevention and early intervention service, refuge provision and some perpetrator services for a period of three years. The new services contribute to a number of strategic priorities in the Council Strategy 2014-17 and Safe City Strategy 2014-17;
- (v) To delegate authority to the Director, People, following consultation with the Head of Legal and Democratic Services to do anything necessary to give effect to the above, including, contract award; and
- (vi) To ensure that monitoring of the outcomes detailed in the Southampton Against Domestic Violence and Abuse Plan is integrated into the performance monitoring arrangements for the Council Strategy 2014-17 and the Safe City Strategy 2014—17 and reported on a quarterly basis.

DECISION-MAKER: CABINET
SUBJECT: INCREASE IN PUPIL NUMBERS AT SPRINGWELL SPECIAL SCHOOL
DATE OF DECISION: 17 MARCH 2015
REPORT OF: CABINET MEMBER FOR EDUCATION AND CHANGE

CONTACT DETAILS

AUTHOR: Name: David Cooper Tel: 023 8091 7501
E-mail: david.cooper@southampton.gov.uk

Director Name: Alison Elliott Tel: 023 8083 2602
E-mail: alison.elliott@southampton.gov.uk

STATEMENT OF CONFIDENTIALITY

None

BRIEF SUMMARY

Following a process of statutory consultation, this paper is seeking approval to expand Springwell (Community Special) School's Number on Roll (NOR) to 128 pupils, from 1 September 2015.

In order to ensure fair access to educational opportunity and promote the fulfilment of every child's educational potential, it is proposed that Springwell School should expand from its current NOR of 112 pupils (80 places on the main School site and 32 places in Resourced Provision), to an NOR of 128 pupils (112 on-site capacity and 16 places in Resourced Provision).

Admission and transport arrangements for pupils attending the School will not be affected by these proposals.

RECOMMENDATIONS:

- (i) To note the outcome of statutory consultation as set out in this report;
- (ii) To authorise the increase in pupil numbers on-roll at Springwell (Community Special) School to 128 from 1st September 2015;
- (iii) To add, in accordance with Financial Procedure Rules, a sum of £1,400,000 to the Children's Services Capital programme for the Springwell School Expansion Project funded from the DfE Basic Need Grant;
- (iv) To delegate authority to the Director, People, following consultation with the Cabinet Member for Education and Change, to do anything necessary to give effect to the recommendations in this report.

REASONS FOR REPORT RECOMMENDATIONS

1. The rise in Southampton's School population has seen a corresponding rise in the number of children with Special Educational Needs and Disability (SEND). In particular there has been a rise in the number of children with the specific needs in which Springwell School specialises.
2. Pupil intake at Springwell School has been rising in recent years and there continues to be pressure on numbers in Reception (Yr R). Additional places have been added, with Springwell School's intake rising from 5 in 2011/12 to 16 in 2013/14.
3. Having increased the available places in Year R, Year 1 and Year 2 we are now proposing that onsite provision at Springwell School should expand to accept 16 pupils in each year group.
4. Expansion at Springwell School will be a step toward securing sufficient high quality places for children with SEND in the Primary sector. The additional places will allow the Local Authority to meet its statutory duty to provide a School place to all children who require one, having particular regard to securing that special educational provision is made for pupils who have special educational needs.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

5. The Council could decide not to increase pupil numbers at Springwell School but this would mean it would not be able to offer a School place to all those who require one. The Local Authority would therefore not meet its statutory duty to provide sufficient places, having particular regard to securing that special educational provision is made for pupils who have special educational needs.

DETAIL (Including consultation carried out)

6. At present there are five Special Schools in the City, each of which offers support for different age ranges and specific special educational needs.
7. Springwell School works with children with Moderate and Severe Learning Difficulties, and with children with other needs, such as Autistic Spectrum Disorder.
8. The School currently has 80 places on site, with an additional 16 pupils on roll at Springwell School but in co-located provision at Bassett Green Primary School and a further 16 additional pupils in resourced provision split between Thornhill Primary School and Mason Moor Primary School.
9. The expansion at Springwell School will allow for the relocation of pupils from Bassett Green Primary School (allowing that School's own continued expansion) and provides places for Year R pupils in 2015/16. The expansion raises the available on-site places to 112, equivalent to 16 places in each year group.
10. Southampton has seen a resurgence in the number of children with special educational needs whose families wish them to attend a Special School. This is due to the improving educational standards of Special Schools in Southampton and their focus on learning rather than just care.
11. The continued application of Education, Health and Care (EHC) Plans may also have an effect on the number of students requiring specialist education.

12. Six weeks of consultation on the proposal to expand the School ran from 13 October, 2014 to 08 November, 2014. This was followed by a statutory consultation from 5 January, 2015 to 2 February, 2015, following the publication of a notice in the Daily Echo on 5 January, 2015 and at the School's main entrances. Key Stakeholders (Head Teachers, Local Councillors, Local MPs and Trade Union Representatives) were notified via email. A webpage with full details of the proposal, including a copy of the formal statutory notice, was published on the SCC website on the publication date (5 January, 2015).
13. The full consultation documents and all responses can be found in Appendix 2.
14. When proposing any reorganisation of SEND Provision, the Local Authority must demonstrate how the proposals are likely to lead to improvements in the standard, quality and/or range of educational provision for children with special educational needs. The SEND Improvement Test can be found in Appendix 5.
15. Local Authorities are also required to provide the following:
 - (i) All head teachers in the City were notified of the consultation via email.
 - (ii) The LA is committed to delivering a proposal to increase appropriate SEND provision in order to accommodate those children that require SEND support. These children have been assessed and it is clear that their needs can best be served at Springwell.
 - (iii) The current transport and admission arrangements for the children will continue to apply. Additional transport may be required for students to travel from the existing site in Hinkler Road to the proposed site.
16. The proposed expansion will drive up education standards and attainment for children with SEND by enabling a greater number of students to access the educational support that they need. It will also allow a greater number of those students that have a preference to attend Springwell to do so.

RESOURCE IMPLICATIONS

Capital/Revenue

17. The expanded provision will be in new-build accommodation consisting of four classrooms with associated access and support facilities. The estimated cost of providing this provision is £1,400,000 (inclusive of breakout space; admin area; parking places; and external play/social areas). It is proposed that the additional funding required for this project will come from the Education Basic Need Grant.
18. The proposed increase in pupil numbers will have an impact on the funding of Special School places in the City. The increase in place numbers has been assumed when setting the 2015/16 Special Schools budget, funded by the Dedicated Schools Grant.
19. When details of the planned specific capital works and phasing of spend is known this information along with a request for approval to spend on this scheme will be brought to Cabinet.

Property/Other

19. The additional accommodation will be on the current Springwell School site. This will require the addition of a new 4 classroom block with associated support facilities, play/social areas and parking.

LEGAL IMPLICATIONS

Statutory power to undertake proposals in the report:

21. Local Authorities have a statutory duty under Section 14 of the Education Act 1996 to ensure that sufficient School places are available in their area.
22. Section 14 of the Education Act 1996 also requires that Local Authorities secure diversity in the provision of Schools and increase opportunities for parental choice in the provision of primary and secondary education.

The School Standards and Framework Act 1998 devolves power to Local Authorities to make local School provision following local consultation. Those proposing any new SEND Provision or the reorganisation of existing SEND provision must carry out a SEND improvement test (Appendices below).
23. Clause 26 of the Children and Families Act 2014 on Joint Commissioning Arrangements states that Local Authorities and their partner commissioning bodies must make arrangements about the education, health and care provision to be secured for children and young people for whom the authority is responsible who have special educational needs, and children and young people in the authority's area who have a disability.
24. "Education, health and care provision" means special educational provision; health care provision and social care provision.
25. Proposals to make prescribed alterations to a community School are published under Section 19(1) of the Education and Inspections Act 2006 and take account of the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013.
26. Statutory Guidance on bringing forward proposals entitled "School Organisation: Maintained School: Guidance for Proposers and decision makers" applies, which requires publication of statutory notices followed by a prescribed representation period which must take part predominantly within School term time to meet the requirements of full, open, fair and accessible consultation with those most likely to be affected (pupils, parents and staff often being on vacation or otherwise unavailable during School holiday periods). Any representations made during this period must be considered by Cabinet who are responsible for determining whether or not to approve the proposals as advertised. Minor modifications and / or statutory conditions can be applied to proposals in limited prescribed circumstances but are not proposed in this case.
27. The use of current Social/Habitat space as the possible location of the new build may need to be the subject of an application to the DfE having regard to the Advice on the Protection of School Playing Fields and Public Land and Section 77 of the School Standards and Framework Act 1998.

Other Legal Implications:

- 28. In bringing forward School Organisation proposals the Council must have regard to the need to consult the community and users, the statutory duty to improve standards and access to educational opportunities, the statutory special educational needs improvement test, observe the rules of natural justice, the provisions of the Human Rights Act 1998, article 2 of the First Protocol (right to education) and the Equalities Act 2010. The Council is satisfied the proposals in this report fully conform to the legislative framework and are necessary to meet a pressing social need in the local authority area.

POLICY FRAMEWORK IMPLICATIONS

- 29. This proposal is in line with Southampton’s School Organisation Plan and SEND Strategy.

KEY DECISION? Yes

WARDS/COMMUNITIES AFFECTED: City Wide (SEND pupils attend the School from across the City.)

SUPPORTING DOCUMENTATION

Appendices

- 1. Copy of the Statutory Notice
- 2. Copy of the Full Consultation Document
- 3. Comments on / Objections to the Proposal with Responses
- 4. BGSS-Parents Response to Proposal
- 5. The SEND Improvement Test
- 6. School Organisation Guidance 2014

Documents In Members’ Rooms

- 1. Gate Notice Displayed at School
- 2. Equality Impact Assessment

Equality Impact Assessment

Do the implications/subject of the report require an Equality Impact Assessment (EIA) to be carried out?

Yes

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)
None	

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Expansion Proposals (Springwell School)

Notice is given in accordance with section 19(1) of the Education and Inspections Act 2006 that Southampton City Council intends to make prescribed alterations (increasing pupil numbers) to Springwell (Community Special) School.

Section 14 of the Education Act 1996 places a general duty on Local Authorities to have particular regard to the need to secure special educational provision for pupils with special educational needs.

In order to ensure fair access to educational opportunity and promote the fulfilment of every child's educational potential, it is proposed that Springwell School should expand from its current (on-roll) capacity of 112 pupils to a capacity of 128 pupils.

Admission and transport arrangements for pupils attending the school will not be affected by these proposals.

This notice is an extract of the complete proposal. Copies of the complete proposal can be obtained from www.southampton.gov.uk/schools-learning/school-consultations/

or by writing to:

Springwell School Expansion
School Organisation and Strategy Manager
Children and Families Service
Southampton City Council
Civic Centre (North)
Southampton, S014 7LY

Within four weeks of the date of publication, any person may object to or make comments on the proposal by writing to the postal address above or via email to [**School.Organisation@southampton.gov.uk**](mailto:School.Organisation@southampton.gov.uk).

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Proposal for Prescribed Alterations (Maintained School)

Statutory Consultation on Proposals to Expand

Springwell Special School



SOUTHAMPTON
CITY COUNCIL

People Directorate
Children and Families Service Division
Education and Early Years

(December 2014)

Proposals for Prescribed Alterations (Maintained School)

Published under Section 19(1) of the Education and Inspections Act 2006 and the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013

This proposal takes account of the Education Act 1996; the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013; the School Organisation Maintained Schools Statutory Guidance for Proposers and Decision Makers (January 2014); the Education and Inspections Act 2006; the Disability Discrimination Act 1995 and the Children and Families Act 2014 including the SEND Code of Practice 2014.

In respect of the LEA Proposal: School and Local Authority details:

The name and address of the School:

Springwell Special School (URN: 116620)
(DfE Establishment Number 852/7035)
Hinkler Road
Southampton
SO19 6DH

The name and address of the Local Authority:

Southampton City Council (852)
Civic Centre
Southampton
SO14 7LY

Implementation and any proposed stages for implementation:

Pre-Publication Consultation took place between Monday, 13 October and Monday, 8 December, 2014 (8 Weeks: to take account of the October Half-Term).

This proposal was based on the consultation.

There will be 4 Weeks of Statutory Consultation from the date of publication of this proposal (Monday, 5 January, 2015) to Monday, 2 February, 2015 (4 weeks of school term time).

A final decision is expected on the proposal by 17 March, 2015.

There are several options being considered under this proposal and action beyond the consultation will depend on the outcome. The proposal is to have additional Special School Provision in place for September 2015.

Description of Alterations:

Section 14 of the Education Act 1996 places a general duty on Local Authorities to secure sufficient schools for providing primary and secondary school education and requires them to have particular regard to the need to secure special educational provision for pupils with special educational needs;

In order to ensure fair access to educational opportunity and promote the fulfilment of every child's educational potential, it is proposed that Springwell Special School should expand from its current capacity of 112 pupils (80 on the main school site and 32 in Resourced Provision), to a capacity of 128 pupils (112 on-site places and 16 in Resourced provision) for September 2015.

The expansion would allow Springwell Special School to meet the current projected demand. No decision on the physical expansion of the school has yet been decided: it could be achieved via modular buildings on the current Springwell Special School site or the utilisation of land adjacent to Springwell Special School.

Admission and transport arrangements for pupils attending the school will not be affected by these proposals.

Additional Site:

This proposal is for the notional rise in pupil places at Springwell Special School. No plans have yet been formed about how this rise would be accommodated. The Local Authority will consider various options including those mentioned above and any other options that may arise as a result of this consultation.

Evidence of Demand:

Under clause 26 of the Children and Families Act 2014 on Joint Commissioning Arrangements, Local Authorities and their partner commissioning bodies must make arrangements about the education, health and care provision to be secured for children and young people for whom the authority is responsible who have special educational needs, and children and young people in the authority's area who have a disability.

"Education, health and care provision" means special educational provision; health care provision and social care provision.

Section 315 of the Education Act 1996 requires LAs to keep their arrangements for SEN provision under review.

At present there are five special schools in the city, each of which offers support for different age ranges and specific special education needs.

Springwell School works with children with Moderate and Severe Learning Difficulties, and with children with other needs, such as Autistic Spectrum Disorder. Children will have complex needs beyond that which can be met in mainstream schools. It has a Primary age range of 4-11. The school currently has 80 places on site, with an additional 16 pupils on roll at Springwell School but in co-located provision at Bassett Green Primary School and a further 16 additional pupils in resourced provision split between Thornhill Primary School and Mason Moor primary School.

The Southampton City Council School Organisation Plan (2014-2024) states that ‘over the last 3 years, an average of 1.3% of the City’s mainstream school population has attended a special school in the city’¹.

The rise in Southampton’s total school population has therefore seen a parallel rise in the numbers of children with special educational needs. In particular there has been a rise in the number of children with Moderate and Severe Learning Difficulties and a significant rise in the number of pupils with Autistic Spectrum Disorder (ASD).

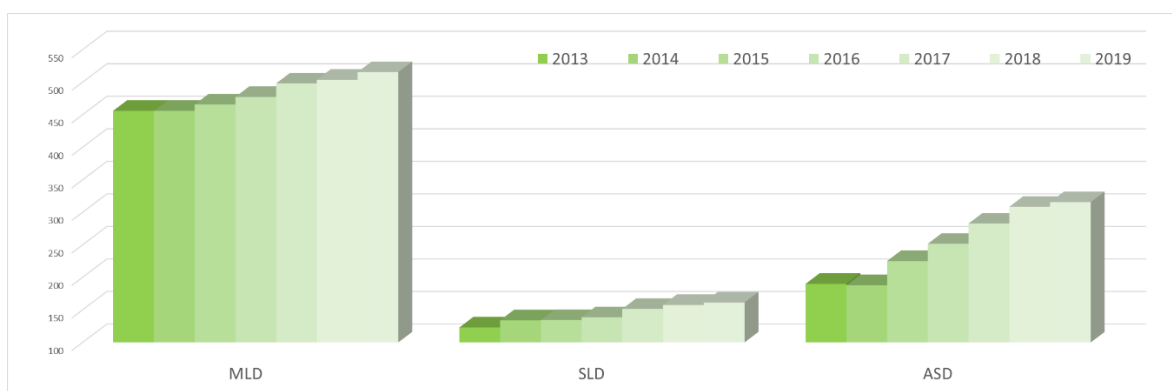


Figure 1. High level forecast of children by type of need in Southampton.

If the rise of the last few years continues then, as can be seen in figure 1, there is likely to be a rise in the numbers of children who need to access their education through Springwell School.

Southampton has also seen a resurgence in the numbers of children with special educational needs whose families wish them to attend a special school. This is due to the improvement over the years of special schools in Southampton and their focus on learning rather than just care.

The SEND Code of Practice 0-25 Years (July 2014) places a stronger focus on the participation of children and young people and parents in decision-making at individual and strategic levels.

The introduction of Education, Health and Care (EHC) Plans may also have an effect on the number of students requiring specialist education.

¹ The figure of 1.3% is a catchall and may not give a clear picture of how many school places will be required, at what age group or for what need.

Pupil intake at Springwell School has been rising in recent years and there has been and continues to be pressure on numbers in Reception (Yr R). Additional places have been added with Springwell School's Yr R intake rising from five in 2011/12 to sixteen in 2013/14.

Having added places in Year R, Year 1 and Year 2 and with pupil numbers set to rise, we are now proposing that on-site provision at Springwell School should expand to accept 16 pupils in each year group. This would mean the addition of 4 new classrooms at the School to bring their total on-site capacity to 112 pupils. This will not affect the current Resourced Provision at Thornhill Primary School and Mason Moor Primary School.

Expansion at Springwell Special School will be a step toward securing sufficient high quality places for children and young people with SEN in the Primary sector.

The additional places allow the Local Authority to meet its statutory duty of providing a school place to all young people who require one.

Further details about forecasting school places and school planning can be found in the Southampton City Council School Organisation Plan.

<http://www.southampton.gov.uk/schools-learning/school-organisation-plan.aspx>

Objectives:

The Local Authority is under a statutory duty to ensure that there are sufficient school places in the City, promote high educational standards, ensure fair access to educational opportunity and promote the fulfilment of every child's educational potential.²

The Education Act 1996 requires that Local Authorities secure diversity in the provision of schools and increase opportunities for parental choice.

The expansion at Springwell Special School is intended to continue to provide children in Southampton with a high quality education and to provide parents with a choice of schools within the City.

There is a presumption for the expansion of successful and popular schools (in all sectors). Southampton believes that all education provision should be of high quality provision at schools judged to be Good or Outstanding.

Springwell Special School was judged to be Outstanding in its last two Ofsted inspections. Indeed, all education provision for students with special educational needs in Southampton has been judged as Good or better in recent years.

² School Organisation Maintained Schools Guidance January 2014

Southampton has seen a rise in the number of pupils with special educational needs. In particular there has been a recent rise in the number of children with the specific needs in which Springwell School specialises. The school already has additional capacity in three mainstream schools and is need of extra capacity, either on its own site or by increasing the off-site resourced provision.

Springwell Special School is accredited as a National Support School and provides on-going support, advice and training for both special and mainstream schools.

Southampton is committed to promoting integration between special educational provision, health and social care provision where this would promote well-being and improve the quality of provision, in line with the SEND Code of Practice 2014.

The proposed expansion at Springwell Special School is the first step in increasing provision for children of all ages with special educational needs across the City. The increase in pupil places at special schools will help the local authority develop and build our Local Offer: the provision we expect to be available in the area for children and young people for 0 to 25 who have special educational needs.

The Local Offer has two key purposes:

- To provide clear, comprehensive and accessible information about the support and opportunities that are available; and
- To make provision more responsive to local needs and aspirations by directly involving children and young people with SEND, parents and carers, and service providers in its development and review.

More information on Southampton City Council's Local Offer can be found on the Council's SEN Local Offer website at:

<http://sid.southampton.gov.uk/kb5/southampton/directory/localoffer.page>

Project Costs:

The cost of future building works will depend on the final option taken to Cabinet, which will be based on feasibility studies, as well as the outcome of the consultation process to which this paper refers.

As indicated in the above section, it is expected that this new provision is likely to be located in new build accommodation. Prior experience of building a number of modular, 4-classroom blocks would indicate the cost of such a project to be in the region of £1.2m (inclusive of breakout space; admin area; parking space; and external play area). This figure would likely increase if the new provision were to be located on an entirely new site (owing to the fact that it couldn't share non-core classroom space with an adjoining school).

There are a number of additional design and regulatory processes that would also need to be completed, such as planning permission, etc. The public will have an opportunity to make representations on those detailed proposals and full plans in due course.

There are no Property or planning implications at this stage, although any future decision will necessarily have implications in this respect.

Consultation:

Previous consultation on City wide Special Educational Needs and Disability provision has been ongoing and has included: Head Teachers; School Governors; the SEND team and Key Councillors.

The Local Authority will comply with all statutory requirements in relation to the proposal, including consulting all interested parties.

All stakeholders will be sent an email and/or letter notifying them of the consultation and providing information including a link to the consultation website and where to obtain copies of the full proposal. Copies will be made available at the school and by request from the Local Authority.

Copies of this draft proposal may be obtained from:

www.southampton.gov.uk/schools-learning/school-consultations/

or by writing to:

Springwell School Expansion
School Organisation and Strategy Manager
Children and Families Service
Southampton City Council
Civic Centre (North)
Southampton
S014 7LY

Any person may object to or comment on these proposals.

Any objections and comments can be sent to the above address or to School.Organisation@southampton.gov.uk

The final date for submission of objections and comments under this statutory consultation is **2 February, 2015**.³

³ For the purposes of section 21(2) (f) The Education and Inspections Act 2006 the Local Authority is prescribed as the person who (subject to the provisions of Schedule 3 of The School Organisation (prescribed Alterations to Maintained Schools) (England) Regulations 2013) must consider and determine the proposals.

Appendix 1

The SEN Improvement Test

Section 39 of the School Organisation Maintained Schools, Annex B: Guidance for Decision Makers (January 2014) states:

In planning and commissioning SEN provision or considering a proposal for change, LAs should aim for a flexible range of provision and support that can respond to the needs of individual pupils and parental preferences. This is favourable to establishing broad categories of provision according to special educational need or disability.

Decision-makers should ensure that proposals:

<p>take account of parental preferences for particular styles of provision or education settings;</p>	<ul style="list-style-type: none"> i) The proposals are to expand provision for children with special educational needs in line with current parental preference in Southampton. ii) The consultation will take into account the changing needs for specialist resourced provision in mainstream schools and will lead to improved support for primary aged pupils with special educational needs. iii) The availability of suitable provision would also increase choice for parents and pupils.
<p>take account of any relevant local offer for children and young people with SEN and disabilities and the views expressed on it;</p>	<ul style="list-style-type: none"> i) Southampton is committed to promoting integration between special educational provision, health and social care provision to promote well-being and improve the quality of provision, in line with the SEND Code of Practice 2014. ii) The consultation process will involve all interested parties and will take account of the Local Offer and all views expressed on it.

<p>offer a range of provision to respond to the needs of individual children and young people, taking account of:</p> <p>collaborative arrangements (including between special and mainstream);</p> <p>extended school and Children’s Centre provision;</p> <p>regional centres (of expertise) and regional and sub-regional provision;</p> <p>out of LA day and residential special provision;</p>	<p>i) The proposal is intended to allow Springwell Special School to continue to provide a range of provision.</p> <p>ii) The school provides additional provision (Resourced Provision and Co-Located Places) at three mainstream schools in the City. These proposals will allow Springwell School to make best use of those places.</p> <p>iii) N/A</p> <p>iv) Springwell School is accredited as a National Support School and provides on-going support, advice and training for both special and mainstream schools.</p> <p>v) N/A</p>
<p>take full account of educational considerations, in particular the need to ensure a broad and balanced curriculum, within a learning environment where children can be healthy and stay safe;</p>	<p>i) Springwell Special School was judged to be Outstanding in its last two Ofsted inspections.</p> <p>ii) Expanding provision at Springwell School will provide more pupils with access to a broad and balanced curriculum, differentiated to their specific needs.</p> <p>iii) Following this consultation, any works to expand provision, either at the Springwell School site or under any other option, will take account of Building Bulletin 102: Designing for Disabled Children and Children with SEN (2014).</p>

<p>support the LA’s strategy for making schools and settings more accessible to disabled children and young people and their scheme for promoting equality of opportunity for disabled people;</p>	<p>i) The proposal has due regard to the Southampton City Council policy statement on Disability Equality and to the Children and Families Directorate accessibility strategy.</p> <p>ii) The proposal is intended to promote equality of opportunity for disabled people.</p>
<p>provide access to appropriately trained staff and access to specialist support and advice, so that individual pupils can have the fullest possible opportunities to make progress in their learning and participate in their school and community;</p>	<p>i) The addition of places on-roll at Springwell Special School will provide access to specialist support to more pupils in Southampton.</p>
<p>ensure appropriate provision for 14-19 year-olds; and</p>	<p>i) Springwell Special School is a Primary school (age 4-11) and will not add provision for 14-19 year-olds.</p>
<p>ensure that appropriate full-time education will be available to all displaced pupils. Their statements of special educational needs must be amended and all parental rights must be ensured.</p>	<p>i) This proposal does not displace any students currently on-roll at the school.</p>
<p>Other interested partners, such as the Health Authority should</p>	<p>i) Southampton is committed to promoting integration between special educational</p>

<p>be involved.</p>	<p>provision, health and social care provision to promote well-being and improve the quality of provision, in line with the SEND Code of Practice 2014.</p> <p>ii) The consultation process involved all interested parties and took account of all views expressed on it.</p>
<p>Pupils should not be placed long-term or permanently in a Pupil Referral Unit (PRU) if a special school place is what they need.</p>	<p>i) N/A</p>

When considering any reorganisation of provision that the LA considers to be reserved for pupils with special educational needs, including that which might lead to children being displaced, proposers will need to demonstrate how the proposed alternative arrangements are likely to lead to improvements in the standard, quality and/or range of educational provision for those children. Decision-makers should make clear how they are satisfied that this SEN improvement test has been met, including how they have taken account of parental or independent representations which question the proposer’s assessment.

Proposal for Prescribed Alterations (Maintained School)
Consultation to Expand
Springwell Special School



Consultation Response Form

Your views on the proposals are important to us. Please let us know what you think by completing the form below.

I am a (Please tick the relevant box):

Parent/Carer

Governor

Member of staff

Member of the local community

Other (please specify)

Please name the school you are involved with

Do you support the proposal of expanding Springwell School?

YES

NO

Don't Mind

Any person may object to or comment on these proposals.

You may have your view on this proposal to expand Springwell School. We would welcome any suggestions you may have for adding extra school places in the City. It is entirely up to you how you respond.

Any objections and comments should be sent to the address given in the consultation booklet or to School.Organisation@southampton.gov.uk.

The final date for submission of objections and comments under this statutory consultation is **2 February, 2015**.

Proposal for Prescribed Alterations (Maintained School)
Consultation to Expand
Springwell Special School



Additional Comments:

A large rectangular area containing horizontal lines for writing additional comments.

Prescribed Alterations (Maintained School) Consultation on Proposals to Expand Springwell School

Responses Received Statutory Consultation 5 January, 2015 – 2 February, 2015

Four responses were received over the course of the statutory consultation period

1 **Email received on 6 January, 2015** **CLLR Mary Lloyd**

Support indicated **Yes**

As a ward councillor, I am well aware of the great job Springwell School does. I'd be fully in support of the planned expansion.

Response sent 6 January, 2015

Thank you for your reply to the current proposals for prescribed changes to Southampton Schools. Your comments will be passed to the School Organisation and Strategy Manager.

If your reply has been received by the published date for final submissions, it will be included in the information passed to Council Officers and Councillors and will help them make their next decisions.

2 **Email received on 7 January, 2015** **Mr John Denham MP**

Support indicated **Yes**

Mr Denham would like to thank you for your email and is happy to support the proposal to expand Springwell School as he feels it will benefit many children who live in his constituency.

Response sent 7 January, 2015

Thank you for your reply to the current proposals for prescribed changes to Southampton Schools. Your comments will be passed to the School Organisation and Strategy Manager.

If your reply has been received by the published date for final submissions, it will be included in the information passed to Council Officers and Councillors and will help them make their next decisions.

Appendix 4 – Comments on / Objections to the Proposal

3 **Email received on 1 February, 2015** **Ms Clare Patel**

Support indicated **Yes**

Please find below a copy of the original email I sent on December 1 for the pre-statutory consultation. I am sending you this again as part of the statutory consultation as I wish my views to be taken into consideration during this second round of consultation.

Ms Patel's original email is detailed below (1)

Response sent 1 February, 2015

Thank you for your reply to the current proposals for prescribed changes to Southampton Schools. Your comments will be passed to the School Organisation and Strategy Manager.

If your reply has been received by the published date for final submissions, it will be included in the information passed to Council Officers and Councillors and will help them make their next decisions.

3 **Email received on 2 February, 2015** **Dr Francis Otieno (Parent/Carer)**

Support indicated **Yes**

Please find attached comments on the proposed expansion of Springwell School. Similar to the first consultation process and as outlined in the letter, I am sending this to you as the selected representative tasked with collating and presenting the views of the Parents of the children attending Springwell's resourced provision at Bassett Green.

PDF letter attached – Appendix 4a

Response sent 2 February, 2015

Thank you for your reply to the current proposals for prescribed changes to Southampton Schools. Your comments will be passed to the School Organisation and Strategy Manager.

If your reply has been received by the published date for final submissions, it will be included in the information passed to Council Officers and Councillors and will help them make their next decisions.

Responses Received Pre-Statutory Consultation 13 October, 2014 – 8 December, 2014

Three responses were received over the course of the pre-statutory consultation period

1 Email received on 1 December, 2014 Ms Clare Patel (Parent/Carer)

Support indicated

Yes

I am writing in support of proposals to expand Springwell School, I believe this can be best achieved by building a series of modular buildings on the current site. I am against creating resourced provision co-located on a mainstream school elsewhere in the city.

As a parent of a child at the school I believe expanding the existing Springwell School site is the best option for the following reasons;

1) Pupils will benefit from the school's purpose built facilities; eg excellent teaching spaces, soft play, multi sensory room and swimming pool.

2) Pupils will benefit from the collective expertise of staff centralised on one site.

3) Pupils will benefit from continuity as they will be based at the same site throughout their primary school life.

4) Pupils will benefit from the fact they can enjoy some of the facilities they use during the school week, for example the soft play area and outside play equipment, at the Saturday Fun Club held at the Springwell site.

5) Prospective parents have a chance to see the main school site and speak to the family liaison officer at the Springwell Saturday Fun Club. It's also popular among current pupils' parents.

6) Parents of children with special educational needs are keen to send their children to Springwell School as every year demand for places outstrips demand. Expansion is necessary.

7) Parents of children with special educational needs have enough to worry about. Knowing their child is being nurtured and educated by people with real expertise in the SEN area is a huge comfort.

8) It is well documented that early intervention is vital to help children with special educational needs reach their full potential. An expanded Springwell School would allow more children to reach their full potential.

9) An expanded Springwell School would benefit pupils across the city as the school's outreach team would continue to play its important role supporting SEN pupils in mainstream schools.

10) Children with special educational needs are among some of the city's most vulnerable and deserve to be made a priority. A marker of a civilised society is how we treat them. They deserve the best - an expanded Springwell School site.

I do sincerely hope the council's cabinet agrees the proposals to expand the Springwell School site in March 2015 and that the extra classrooms are ready by September 2015.

Response sent 1 December, 2014

Thank you for your reply to the current proposals for prescribed changes to Southampton Schools. Your comments will be passed to the School Organisation and Strategy Manager.

If your reply has been received by the published date for final submissions, it will

be included in the information passed to Council Officers and Councillors and will help them make their next decisions.

2 Email received on 8 December, 2014 Dr Francis Otieno (Parent/Carer)

Support indicated

In Principle

Consultation on Proposals to Expand Springwell School: Views of Parents at Bassett Green Provision

I am writing to you on behalf of the parents whose children attend the Bassett Green Springwell Resourced Provision in response to the consultation on the proposed expansion of Springwell School. At the parents/teachers/governors meeting held at Springwell on Friday 7 November 2014 (9am), I was selected to collate and present to you the views of the said parents. These views are summarised below. Henceforth, the first person pronoun 'we' (and similar) refers to these parents.

We wholly welcome and fully support the proposal to expand Springwell School.

Comments on options outlined in the proposal

1. Option 1: Modular buildings on the current Springwell School site

Whilst we welcome this option, it is not our preferred **long-term** solution. We feel that it is a quick fix that is needed in place for the year **2015/16** as a starting point since our preferred **Option #2** (below) involves a lot of negotiations and planning.

2. Option 2: Utilisation of land adjacent to Springwell School

This is our most preferred long-term solution. We hasten to add that by long-term we mean at least the school year **2016/17** this should be in place. We feel that it is crucially important for our children to be located within one main Springwell site. It is in the best interest of the children to readily have access to all resources at the main site rather than elsewhere where they could be watered down due to finances. In addition:

- Pupils will benefit from continuity as they will be based at the same site throughout their primary school life.
- We as parents of children with special educational needs have enough to worry about. Knowing that our children are being nurtured and educated by people with real expertise in the SEN area with the right resources in a stable environment is a huge comfort.
- It is well documented that early intervention is vital to help children with special educational needs reach their full potential. An expanded Springwell School would allow more children to reach their full potential.
- Children with special educational needs are among some of the City's most vulnerable and deserve to be made a priority. A mark of a civilised society is how we treat them. They deserve the best. An expanded Springwell School site

embodies this.

- We also believe that it boosts the teachers' morale if they worked in one location where they can share resources, collective knowledge and expertise as well as other benefits that arise from working together as a team.

We are of the strong view that Southampton City Council needs to seriously consider this option as the viable, long-term solution for Springwell's future. We urge you to place the needs of all the children at the forefront as you carefully consider this matter. Aware that time is not on our side, we propose that you urgently pursue the matter in order to avoid disruptions to the children's education.

3. Option 3: Addition of resourced provision co-located on a mainstream school elsewhere in the City

We are totally against this option. It is the antithesis of the benefits we outlined in support of **Option #2**. Although we acknowledge that for the year 2014/15 we were the beneficiaries of this arrangement, we do not consider it a long-term solution. It affords no stability to Springwell, is fraught with uncertainty, will confuse and disadvantage the children and will cause mental anguish to the parents and disenfranchise the teachers.

In summary, we urge you to take the bold step and consider **Option #2** as the most stable and viable long-term solution for Springwell school to progress to the next stage of consultations.

Yours sincerely

Dr Francis Otieno

(On behalf of Parents at Bassett Green Springwell Satellite Provision)

Response sent 9 December, 2014

Dear Dr Otieno,

Thank you for your response (on behalf of the parents) to the current consultation at Springwell School. We agree with your view that a long term plan needs to be developed to secure the future provision of SEND places in the City and we are currently working with our colleagues in Health, Early Years, SEND and others to look at longer term forecasting and planning for such places.

Following a review of the responses so far, a decision will be made on whether to continue to the next stage of consultation and your views will be taken into account and carried forward to any final decision next year.

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David Cooper
School Organisation and Strategy Manager
People Directorate
Children and Families Service
Southampton City Council
Civic Centre
Southampton
SO14 7LY

2 February 2015

Consultation on Proposals to Expand Springwell School: Views of Parents at Bassett Green Provision

Dear Mr Cooper,

Similar to the first stage of consultation in respect of the referenced matter, I am writing to you on behalf of the parents whose children attend the Bassett Green Springwell Resourced Provision in response to the full consultation on the proposed expansion of Springwell School. At the parents/teachers/governors meeting held at Springwell on Friday 7 November 2014 (9am), I was selected to collate and present to you the views of the said parents. These views are summarised below. Henceforth, the first person pronoun 'we' (and similar) refers to these parents.

We wholly welcome and fully support the proposal to expand Springwell School. As you will note below, our position on this matter has not changed. If anything, our resolve has been strengthened as we continue to observe the benefits our children are receiving from Springwell balanced against the ever challenging behaviours they continue to exhibit. It is important that they, as well as other similar children with SEN in the City continue to have access to the outstanding specialist education offered by this school within a stable and secure environment both now and in the future.

Comments on options outlined in the proposal

1. Option 1: Modular buildings on the current Springwell School site

Whilst we welcome this option, it is not our preferred **long-term** solution. We feel that it is a quick fix that is needed in place for the year **2015/16** as a starting point since our preferred **Option #2** (below) involves a lot of negotiations and planning.

2. Option 2: Utilisation of land adjacent to Springwell School

This is our most preferred long-term solution. We hasten to add that by long-term we mean at least the school year **2016/17** this should be in place. We feel that it is crucially important for our children to be located within one main Springwell site. It is in the best interest of the children to readily have access to all resources at the main site rather than elsewhere where they could be watered down due to finances. In addition:

- Pupils will benefit from continuity as they will be based at the same site throughout their primary school life.
- We as parents of children with special educational needs have enough to worry about. Knowing that our children are being nurtured and educated by people with real expertise in the SEN area with the right resources in a stable environment is a huge comfort.
- It is well documented that early intervention is vital to help children with special educational needs reach their full potential. An expanded Springwell School would allow more children to reach their full potential.
- Children with special educational needs are among some of the City's most vulnerable and deserve to be made a priority. A mark of a civilised society is how we treat them. They deserve the best. An expanded Springwell School site embodies this.
- We also believe that it boosts the teachers' morale if they worked in one location where they can share resources, collective knowledge and expertise as well as other benefits that arise from working together as a team.

We are of the strong view that Southampton City Council needs to seriously consider this option as the viable, long-term solution for Springwell's future. We urge you to place the needs of all the children at the forefront as you carefully consider this matter. Aware that time is not on our side, we propose that you urgently pursue the matter in order to avoid disruptions to the children's education.

3. Option 3: Addition of resourced provision co-located on a mainstream school elsewhere in the City

We are totally against this option. It is the antithesis of the benefits we outlined in support of **Option #2**. Although we acknowledge that for the year 2014/15 we were the beneficiaries of this arrangement, we do not consider it a long-term solution. It affords no stability to Springwell, is fraught with uncertainty, will confuse and disadvantage the children and will cause mental anguish to the parents and disenfranchise the teachers.

In summary, we urge you to take the bold step and consider **Option #2** as the most stable and viable long-term solution for Springwell school to progress to the next stage of consultations.

Yours sincerely

Dr Francis Otieno
(On behalf of Parents at Bassett Green Springwell Satellite Provision)

Cc:

Page 42
 Angela Allerton, Chair of Governors, Springwell School
 Jackie Partridge, Head Teacher, Springwell School

Appendix 5

The SEND Improvement Test

Section 39 of the School Organisation Maintained Schools, Annex B: Guidance for Decision Makers (January 2014) states:

In planning and commissioning SEN provision or considering a proposal for change, LAs should aim for a flexible range of provision and support that can respond to the needs of individual pupils and parental preferences. This is favourable to establishing broad categories of provision according to special educational need or disability.

Decision-makers should ensure that proposals:

<p>take account of parental preferences for particular styles of provision or education settings;</p>	<ul style="list-style-type: none"> i) The proposals are to expand provision for children with special educational needs in line with current parental preference in Southampton. ii) The consultation will take into account the changing needs for specialist resourced provision in mainstream schools and will lead to improved support for primary aged pupils with special educational needs. iii) The availability of suitable provision would also increase choice for parents and pupils.
<p>take account of any relevant local offer for children and young people with SEN and disabilities and the views expressed on it;</p>	<ul style="list-style-type: none"> i) Southampton is committed to promoting integration between special educational provision, health and social care provision to promote well-being and improve the quality of provision, in line with the SEND Code of Practice 2014. ii) The consultation process will involve all interested parties and will take account of the Local Offer and all views expressed on it.

<p>offer a range of provision to respond to the needs of individual children and young people, taking account of:</p> <p>collaborative arrangements (including between special and mainstream);</p> <p>extended school and Children’s Centre provision;</p> <p>regional centres (of expertise) and regional and sub-regional provision;</p> <p>out of LA day and residential special provision;</p>	<p>i) The proposal is intended to allow Springwell Special School to continue to provide a range of provision.</p> <p>ii) The school provides additional provision (Resourced Provision and Co-Located Places) at three mainstream schools in the City. These proposals will allow Springwell School to make best use of those places.</p> <p>iii) The Springwell Outreach team supports pupils with SEND, their teachers and assistants in primary mainstream settings across the City and supports parents via a Family Link Officer.</p> <p>iv) Springwell School is accredited as a National Support School and provides on-going support, advice and training for both special and mainstream schools.</p> <p>v) N/A</p>
<p>take full account of educational considerations, in particular the need to ensure a broad and balanced curriculum, within a learning environment where children can be healthy and stay safe;</p>	<p>i) Springwell Special School was judged to be Outstanding in its last two Ofsted inspections.</p> <p>ii) Expanding provision at Springwell School will provide more pupils with access to a broad and balanced curriculum, differentiated to their specific needs.</p> <p>iii) Following this consultation, any works to expand provision, either at the Springwell School site or under any other option, will take account of Building Bulletin 102: Designing for Disabled Children and Children with SEN (2014).</p>

<p>support the LA’s strategy for making schools and settings more accessible to disabled children and young people and their scheme for promoting equality of opportunity for disabled people;</p>	<p>i) The proposal has due regard to the Southampton City Council policy statement on Disability Equality and to the Children and Families Directorate accessibility strategy.</p> <p>ii) The proposal is intended to promote equality of opportunity for disabled people.</p>
<p>provide access to appropriately trained staff and access to specialist support and advice, so that individual pupils can have the fullest possible opportunities to make progress in their learning and participate in their school and community;</p>	<p>i) The addition of places on-roll at Springwell Special School will provide access to specialist support to more pupils in Southampton.</p>
<p>ensure appropriate provision for 14-19 year-olds; and</p>	<p>i) Springwell Special School is a Primary school (age 4-11) and will not add provision for 14-19 year-olds.</p>
<p>ensure that appropriate full-time education will be available to all displaced pupils. Their statements of special educational needs must be amended and all parental rights must be ensured.</p>	<p>i) This proposal does not displace any students currently on-roll at the school.</p>

<p>Other interested partners, such as the Health Authority should be involved.</p>	<ul style="list-style-type: none"> i) Southampton is committed to promoting integration between special educational provision, health and social care provision to promote well-being and improve the quality of provision, in line with the SEND Code of Practice 2014. ii) The consultation process involved all interested parties and took account of all views expressed on it.
<p>Pupils should not be placed long-term or permanently in a Pupil Referral Unit (PRU) if a special school place is what they need.</p>	<ul style="list-style-type: none"> i) N/A

When considering any reorganisation of provision that the LA considers to be reserved for pupils with special educational needs, including that which might lead to children being displaced, proposers will need to demonstrate how the proposed alternative arrangements are likely to lead to improvements in the standard, quality and/or range of educational provision for those children. Decision-makers should make clear how they are satisfied that this SEN improvement test has been met, including how they have taken account of parental or independent representations which question the proposer’s assessment.



Department
for Education

School Organisation

Maintained Schools

Guidance for proposers and decision-makers

January 2014

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[Annex A](#): Further information for proposers

[Annex B](#): Guidance for Decision-makers

[Annex C](#): Foundation and Trust proposals

Chapter 1: Summary

About this guidance

This guidance accompanies new School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013 and (Establishment and Discontinuance of Schools) Regulations 2013 that came into force on 28 January 2014. It provides information on the processes involved in making significant changes to maintained schools (e.g. expansion), establishing new provision and school closure. Three annexes give further information for proposers, guidance for decision-makers and, guidance on foundation and Trust proposals.

A governing body, local authority (LA) or the Schools Adjudicator must have regard to this guidance when exercising functions under the Prescribed Alterations Regulations and the Establishment and Discontinuance Regulations. There are also a number of provisions in the Education and Inspections Act 2006 requiring bodies to have regard to guidance. Where bodies are so required, this guidance sets out (either in the paragraph or footnote) the requirement.

The new School Organisation regulations support the government's aim of increasing school autonomy and reducing bureaucracy. They allow schools to have more control when making decisions about their size and composition and therefore enable them to be more responsive to the needs of parents and local communities.

This guidance is relevant to all categories of maintained schools unless explicitly stated. Separate advice is available on making significant changes to an academy at: <https://www.gov.uk/government/publications/making-significant-changes-to-an-existing-academy>.

Review date

This guidance will be reviewed in January 2015.

Who is this guidance for?

This guidance is for those proposing to open, close or make changes to schools (e.g. governing bodies and LAs), decision-makers (LAs, the Schools Adjudicator and governing bodies), and for information purposes for those affected by a proposal (dioceses, trustees, parents etc.).

What legislation does this guidance refer to?

This guidance primarily relates to the 2013 School Organisation Regulations (which replace the 2007 Regulations of the same name):

- [The School Organisation \(Prescribed Alterations to Maintained Schools\) \(England\) Regulations 2013](#) (“Prescribed Alterations Regulations”); and
- [The School Organisation \(Establishment and Discontinuance of Schools\) Regulations 2013](#) (“Establishment and Discontinuance Regulations”).

It also relates to:

- [The Education and Inspections Act 2006](#), as amended by the [Education Act 2011](#) (“EIA 2006”) and (“Education Act 2011”);
- [The School Standards and Framework Act 1998](#), as amended by the [Education Act 2002](#) (“SSFA 1998”) and (“Education Act 2002”);
- [The School Organisation \(Removal of Foundation, Reduction in Number of Foundation Governors and Ability of Foundation to Pay Debts\) \(England\) Regulations 2007](#) (“Removal Regulations”);
- [The School Organisation \(Requirements as to Foundations\) \(England\) Regulations 2007](#) (“Requirements Regulations”);
- [School Governance \(Constitution\) \(England\) Regulations 2012](#) (“Constitution Regulations”);
- [School Governance \(Roles, Procedures and Allowances\) \(England\) Regulations 2013](#) (“Procedures Regulations”); and
- [School Premises \(England\) Regulations 2012](#) (“School Premises Regulations”).

What previous guidance does this replace?

This guidance replaces the following departmental documents:

- Making Changes to a Maintained Mainstream School;
- Closing a Maintained Mainstream School;
- Expanding a Maintained Mainstream School by Enlargement or Adding a Sixth Form;
- Changing School Category to Foundation;
- Removal of a school’s Trust and reduction in the number of governors appointed by the Trust;
- Trust School Proposals;

- Deciding Statutory Proposals for Maintained Schools;
- Changing to a Foundation School - Decision Makers Guidance; and
- Changing to a Trust School - Decision Makers Guidance.

Related guidance

The following advice relates to this guidance:

- [Making Significant Changes to an Existing Academy \(2014\)](#);
- [Academy/Free School Presumption – departmental advice \(2013\)](#); and
- [Establishing New Maintained Schools – departmental advice for local authorities and new school proposers \(2013\)](#).

Transitional arrangements

Proposals published after the 28 January 2014 should follow the requirements and process set out in the new 2013 Regulations. Proposers who have published proposals before 28 January 2014 will need to continue the process set out in the 2007 Prescribed Alterations Regulations and Establishment and Discontinuance Regulations until they have been implemented unless the proposal has been withdrawn or revoked (as the case may be).

Chapter 2: Significant changes: expansion, age range changes and adding boarding provision

Governing Bodies

1. As a consequence of the changes introduced by the 2013 Regulations, governing bodies of all categories of mainstream school can now make the following changes to their schools without following a formal statutory process:

- Expansion (enlargement of premises);
- Alteration of upper or lower age limit by up to two years (except for adding or removing a sixth-form); and
- Adding boarding provision¹.

2. Before making any changes governing bodies should ensure that:

- they have secured any necessary capital funding;
- they have identified suitable accommodation and sites;
- they have secured planning permission and/or agreement on the transfer of land where necessary²;
- they have the consent of the site trustees or, other land owner where the land is not owned by the governing body;
- they have the consent of the relevant religious authority (as required); and
- the admissions authority is content for the published admissions number (PAN) to be changed where this forms part of expansion plans, in accordance with the School Admissions Code.

3. Although governing bodies are no longer required to follow a statutory process for the alterations set out in paragraph 1, they are nevertheless required to adhere to the usual principles of public law: they must act rationally; they must take into account all relevant considerations; and they must follow a fair procedure. The department expects that in making the changes set out in paragraph 1 governing bodies will:

- liaise with the LA and trustees/diocese (if any) to ensure that, where possible, a proposal is aligned with wider place planning/organisational arrangements, and that any necessary consents have been gained; and

¹ Governing bodies will need to ensure that boarding schools comply with other relevant legislation – see paragraph 10 of [Annex A.1](#).

² Including, where necessary, approval from the Secretary of State for change to the use of playing field land under Section 77(1) of the SSFA 1998.

- ensure effective consultation with parents and other interested parties to gauge demand for their proposed change(s) and to provide them with sufficient opportunity to give their views.

4. **Once proposed changes have been implemented, the governing body must³ inform the Secretary of State by ensuring that the department’s Register of Educational Establishments (EduBase) is updated. Guidance on how schools and LAs can update EduBase is available at:**

<http://www.education.gov.uk/edubase/faq.xhtml>

Local Authorities

5. Local authorities have a duty⁴ to ensure sufficiency of school places. They can also propose all of the changes outlined in paragraph 1 for community schools, and can propose expansion for foundation and voluntary schools. When doing so they must follow a streamlined statutory process as set out in the Prescribed Alterations Regulations (see chapter 3 for further information).

6. Expansions at a mainstream school that do not require a physical enlargement to the premises of the school are not covered by the Prescribed Alterations Regulations. An increase in pupil numbers may be achieved solely by increasing the PAN in line with the School Admissions Code.

Expanding onto an additional site ('satellite schools'/split site schools)

7. Where proposers seek to expand onto an additional site they will need to ensure that the new provision is genuinely a change to an existing school and not a new school. Decisions will need to be taken on a case-by-case basis, but proposers will need to consider this non-exhaustive list of factors:

- The reasons for the expansion
 - What is the rationale for this approach and this particular site?
- Admission and curriculum arrangements
 - How will the new site be used (e.g. which age groups/pupils will it serve)?
 - What will the admission arrangements be?
 - Will there be movement of pupils between sites?

³ Section 538 of the Education Act 1996 imposes an obligation on governing bodies of maintained schools to provide information to the Secretary of State that he may require for the purpose of the exercise of his education functions. Section 29(5) of the Education Act 1996 requires LAs to publish information at such times and in such manner as may be required by regulations in respect of their arrangements relating to primary or secondary education.

⁴ Under section 14 of the Education Act 1996.

- Governance and administration
 - How will whole school activities be managed?
 - Will staff be employed on contracts to work on both sites? How frequently will they do so?
 - What governance, leadership and management arrangements will be put in place to oversee the new site (e.g. will the new site be governed by the same governing body and the same school leadership team)?
- Physical characteristics of the school
 - How will facilities across the two sites be used (e.g. sharing of the facilities and resources available at the two sites, such as playing fields)?
 - Is the new site in an area that is easily accessible to the community that the current school serves?

The purpose of considering these factors is to determine the level of integration between the two sites; the more integration, the more likely the change can be considered as an expansion. Where a LA considers there is a need for a new school to address a basic need for school places it must⁵ seek proposals to establish an academy/free school under the academy presumption (see chapter 4).

⁵ Under section 6A of the Education Act 2006.

Chapter 3: Significant changes: prescribed alterations

8. The other significant changes that governing bodies and LAs may propose by following a statutory process are the following prescribed alterations⁶:

- Alteration of upper or lower age limit by 3 years or more;
- Adding/removing a sixth-form;
- Removing boarding provision;
- Single sex school becoming co-educational or vice versa;
- Transferring to a new site;
- Closure of one site in a split site school;
- Removing selective admission arrangements at a grammar school;
- Changes of category (excluding changes of category to foundation⁷);
- Establishing/removing/altering SEN provision at a mainstream school;
- Alteration of upper or lower age limit at a special school;
- Increasing/decreasing pupil numbers at a special school; and
- Changing the types of needs catered for by a special school

Further information on these categories of changes can be found at [Annex A.1](#). The 'Who Can Do What?' table at [Annex A.5](#) shows exactly which changes can be proposed by LAs and governing bodies at each type of school.

⁶ Regulations 4 and 5 of the Prescribed Alterations Regulations set out which alterations can be made by governing bodies and LAs in respect of each type of school.

⁷ Changes of category to foundation follow a different process (see [Annex C](#)).

Statutory process

9. The statutory process for making significant changes to schools has four stages:

Stage 1	Publication	Statutory proposal published – 1 day.
Stage 2	Representation (formal consultation)	Must be 4 weeks, as prescribed in regulations.
Stage 3	Decision	The decision-maker (usually the LA) must decide proposals within 2 months of the end of the representation period or decision defaults to Schools Adjudicator (OSA) ⁸ . Any appeal to the adjudicator must be made within 4 weeks of the decision.
Stage 4	Implementation	No prescribed timescale, but must be as specified in the published statutory notice, subject to any modifications agreed by the decision-maker.

10. Although there is no longer a prescribed 'pre-publication' consultation period for prescribed alterations, there is a strong expectation on schools and LAs to consult interested parties in developing their proposal prior to publication as part of their duty under public law to act rationally and take into account all relevant considerations. Schools will also need to ensure that they have the consent of the site trustees and other relevant religious authorities⁹ (where necessary).

11. It is best practice to take timing into account when considering a significant change or prescribed alteration to a school. For example, by holding consultations and public meetings – either formal or informal – during term time, rather than school holidays. The location of any public and stakeholder meetings should also be planned to maximise response. The admissions cycle should also be taken into account, for changes that will impact on the school's admission arrangements.

Publication

12. A statutory proposal must contain sufficient information for interested parties to make a decision on whether to support or challenge the proposed change. [Annex A.2](#) sets out the minimum that this should include. The proposal should be accessible to all interested parties and should therefore use 'plain English'.

⁸ For further information on the Schools Adjudicator see: <http://www.education.gov.uk/schoolsadjudicator>

⁹ Including under the CofE Diocesan Board of Education (DBE) Measure 1991.

13. Where the proposal for one change is linked to another, this should be made clear in any notices published. Where a proposal by a LA is 'related' to a proposal by other proposers (e.g. where one school is to be enlarged because another is being closed) a single notice could be published.

14. The full proposal must be published on a website (e.g. the school or LA's website) along with a statement setting out:

- how copies of the proposal may be obtained;
- that anybody can object to, or comment on, the proposal;
- the date that the representation period ends; and
- the address to which comments (objections or support) should be submitted.

15. A brief notice (including details on how the full proposal can be accessed e.g. the website address) must be published in a local newspaper and in a conspicuous place on the school premises and at all of the entrances to the school.

16. Within one week of the date of publication on the website, the proposer must send a copy of the proposal and the information set out at paragraph 14 to:

- the governing body/LA (as appropriate);
- the parents of every registered pupil at the school - where the school is a special school;
- if it involves or is likely to affect a school which has a religious character:
 - the local Church of England diocese;
 - the local Roman Catholic diocese; or
 - the relevant faith group in relation to the school; and
- any other body or person that the proposer thinks is appropriate.

Within one week of receiving a request for a copy of the proposal the proposer must send a copy to the person requesting it.

17. There is no maximum limit on the time between the publication of a proposal and its proposed date of implementation. However, proposers will be expected to show good reason (for example an authority-wide reorganisation) if they propose a timescale longer than three years.

Representation (consultation)

18. The representation period starts on the date of the publication of the proposal and must last four weeks. During this period, any person or organisation can submit comments on the proposal to the LA to be taken into account by the decision-maker. It is

also good practice for representations to be forwarded to the proposer to ensure that they are aware of local opinion.

Decision

19. The LA will be the decision-maker for all proposals outlined in paragraph 8 except where a proposal is 'related' to another proposal that must be decided by the Schools Adjudicator¹⁰.

20. Decisions must be made within a period of two months of the end of the representation period or they must be referred to the Schools Adjudicator.

21. The department does not prescribe the exact process by which a decision-maker carries out their decision-making function. However, the body or individual that takes the decision must have regard to the statutory 'Decision-makers Guidance' (at [Annex B](#)).

22. When issuing a decision, the decision-maker can:

- reject the proposal;
- approve the proposal without modification;
- approve the proposal with modifications, having consulted the LA and/or governing body (as appropriate); or
- approve the proposal – with or without modification – subject to certain prescribed events¹¹ (such as the granting of planning permission) being met.

23. A proposal can be withdrawn by the proposer at any point before a decision is taken. When doing so the proposer must send written notice to the LA and the governing body (as appropriate) and the Schools Adjudicator (if the proposal has been sent to them). A notice must also be placed on the website where the original proposal was published.

24. Within one week of making a determination the decision-maker must arrange (via the proposer as necessary) for their decision and the reasons for it to be published on the website where the original proposal was published. They must arrange for notification of the decision and reasons for it to be sent to:

- the LA (where the Schools Adjudicator is the decision-maker);
- the governing body/proposers (as appropriate);
- the trustees of the school (if any);
- the local Church of England diocese;
- the local Roman Catholic diocese;

¹⁰ For example where a change is conditional on the establishment of a new school under section 10 or 11 of the EIA 2006 (where the Schools Adjudicator may be the default decision maker).

¹¹ The prescribed events are those listed in paragraph 8 of Schedule 3 to the Prescribed Alterations Regulations.

- the parents of every registered pupil at the school – where the school is a special school; and
- any other body that they think is appropriate (e.g. other relevant faith organisation).

Rights of appeal against a decision

25. The following bodies may appeal to the Schools Adjudicator against a decision made by a LA decision-maker, within four weeks of the decision being made:

- the local Church of England diocese;
- the local Roman Catholic diocese; and
- the governors and trustees of a foundation, foundation special or voluntary school that is subject to the proposal.

On receipt of an appeal, a LA decision-maker must then send the proposal, representations received and the reasons for its decision to the Schools Adjudicator within one week of receipt. There is no right of appeal on determinations made by the Schools Adjudicator.

Implementation

26. The proposer must implement a proposal in the form approved, taking into account any modifications made by the decision-maker.

27. **Once proposed changes have been implemented, the proposer must¹² inform the Secretary of State by ensuring that the department's Register of Educational Establishments (EduBase) is updated. Guidance on how schools and LAs can update EduBase is available at: www.education.gov.uk/edubase/faq.xhtml.**

Modification post determination

28. If it proves impossible to implement a proposal as approved, the proposer can seek modifications (e.g. to the implementation date) from the decision-maker before the approved implementation date. However, proposals cannot be modified to the extent that new proposals are substituted for those that have been published.

Revocation

29. If the proposer cannot implement an approved proposal because circumstances have changed so that implementation would be inappropriate or implementation of the proposal would be unreasonably difficult, the proposer must publish a revocation

¹² Under paragraph 13(2) of Schedule 3 to the Prescribed Alternations Regulations.

proposal, to be determined by the decision-maker, to be relieved of the duty to implement. A revocation proposal must contain:

- a description of the original proposal as published;
- the date of the publication of the original proposal; and
- a statement as to why the duty to implement the original proposal should not apply.

The department does not prescribe any further details on the exact content of a revocation proposal.

30. The proposer must publish the revocation proposal on the website and a brief notice of the proposal in a local newspaper. Details of what must be included in this notice are the same as in paragraph 15.

31. Where the proposer is the governing body it must send the revocation proposal to the LA within one week of the date of publication on the website. Where the original proposal was decided by the Schools Adjudicator the LA must refer the revocation proposal together with any comments or objections within two weeks of the end of the representation period to the Schools Adjudicator.

32. The LA decision-maker must determine the revocation proposal within two months of the end of the representation period. It must then arrange for the revocation determination to be published on the website where the original proposal and revocation proposal were published. The LA decision-maker must also arrange for the following persons to be notified of the revocation decision together with reasons:

- the local Church of England diocese;
- the local Roman Catholic diocese; and
- the governors and trustees of a foundation, foundation special or voluntary school that is subject to the proposal.

The same persons also have the right of appeal to the Schools Adjudicator (within four weeks of determination of the revocation proposal) if they disagree with the decision to revoke the original proposal.

Chapter 4: Establishment of new provision

Academy presumption

33. Where a LA considers there is a need for a new school¹³ in its area it must¹⁴ seek proposals to establish an academy/free school (or act in accordance with paragraph 36 below). The LA is responsible for providing the site for the new school and meeting all associated capital and pre-/post-opening costs. All new academy/free school proposals require the Secretary of State's approval and it is the Secretary of State who will enter into a funding agreement with the academy trust/sponsor.

34. In deciding the proposer with whom he will enter into a funding agreement, the Secretary of State will consider the assessments and preferences of the LA carefully. However, he reserves the right to put in place a sponsor of his own choice. The intention is to ensure that the school is always established by the best proposer possible. This is intended as a summary only – full guidance on the academy presumption process can be found in: '[Academy/Free School Presumption – Departmental Advice \(2013\)](#)'.

New maintained schools

35. If the academy presumption does not result in a suitable academy/free school proposal, a statutory competition can be held with the consent of the Secretary of State (known as a section 7 case¹⁵). This will not require a separate application for consent, since the Secretary of State will indicate to the LA that a competition can be held. Academy/free school proposals and proposals for foundation, voluntary-controlled, voluntary-aided and foundation special schools can be submitted into the competition. Where an academy/free school proposal is entered into a competition by the specified deadline, the Secretary of State must consider these proposals first. If an academy/free school proposal is deemed suitable, the competition ends and the proposer works with the department and local authority to progress its proposal. If an academy/free school proposal is not considered suitable, or no academy/free school proposal is received, the competition continues and it is for the local authority to decide which maintained school proposal wins (unless they are involved in the Trust of a proposed foundation school). For competitions there is no right of appeal.

36. It is also possible to publish a proposal for new schools outside of academy presumption and competitions in a limited number of circumstances¹⁶. The Secretary of

13 In considering the need for a new school LAs should factor in any free school projects that are due to open.

14 Under section 6A of the EIA 2006.

15 Under section 7(1) of the EIA 2006.

16 This will require a five-stage statutory process as set out in the Establishment and Discontinuance Regulations and the EIA 2006.

State's consent is required for this to happen (section 10 cases)¹⁷, except in a very limited number of special cases (known as section 11 cases)¹⁸. The special cases are:

- a new community or foundation primary school to replace a maintained infant and a maintained junior school;
- a new voluntary-aided school;
- a new foundation or voluntary school resulting from the reorganisation of existing faith schools in an area, including an existing faith school losing or changing its religious designation;
- a new foundation or community school, where suitable academy/free school proposals have not been identified and a competition has been held but did not identify a suitable provider;
- a former independent school wishing to join the maintained sector; and
- a new LA maintained nursery school.

37. For section 10 and 11 cases the Schools Adjudicator will decide LA proposals (and cases where the LA are involved in the Trust of a proposed foundation school). The LA will decide proposals from other proposers.

38. Further information on section 7, 10 and 11 proposals can be found in the Decision-makers Guidance (at [Annex B](#)) and '[Establishing New Maintained Schools - departmental advice for LAs and new school proposers \(2013\)](#)'.

¹⁷ Under section 10 of the EIA 2006.

¹⁸ Under section 11 of EIA the 2006.

Chapter 5: School closure

39. Local authorities are under a statutory duty to ensure that there are sufficient school places in their area, promote high educational standards, ensure fair access to educational opportunity and promote the fulfilment of every child's educational potential. To help them meet these duties and restructure local provision they have the power to close all categories of maintained schools.

40. Where a LA publishes proposals to close a school the department has no direct role in the decision-making process. All decisions related to school closures are taken locally following a statutory process to allow those directly affected by the proposals to feed in their comments.

41. The department recognises that school closure is a sensitive issue and the School Organisation (Establishment and Discontinuance of Schools) (England) Regulations 2013 therefore retain the established five-stage statutory process for closing a school.

42. All determinations on school closure proposals must be based on the factors outlined in the Decision-makers Guidance (at [Annex B](#)).

Who can close a school?

43. A LA can propose the closure of any category of maintained school, including community, community special, foundation, foundation special, voluntary-aided, voluntary-controlled and nursery schools, following a five-stage statutory process.

44. The governing body of a voluntary, foundation, or foundation special school may also publish proposals to close its own school following a statutory process. Alternatively, it may¹⁹ give at least two years' notice of its intention to close the school to the Secretary of State and the LA (see paragraph 68 and 69).

45. The Secretary of State may direct a LA to close a maintained school requiring special measures (under section 68 of EIA 2006). This will usually be done only where there is no prospect of the school making sufficient improvements and where there is a sufficient supply of alternative school places in the area. Prior to making the direction, the Secretary of State must consult with the LA, the governing body, and – in the case of a voluntary or foundation school – the diocese or other appointing authority. Such a direction will not require the publication of a statutory proposal for the school's closure but a proposal may be required for the opening of a new school²⁰ or for alterations to an existing school as a consequence of the directed closure.

46. Reasons for closing a maintained mainstream school include where:

¹⁹ Under section 30 of the SSFA 1998.

²⁰ See guidance on the academy/free school presumption in chapter 4.

- it is surplus to requirements (e.g. as a result of an area-wide reorganisation and/or there are sufficient places in neighbouring schools to accommodate displaced pupils);
- it is to be ‘amalgamated’/‘merged’ with another school (see paragraph 66);
- it is failing and there is no viable sponsored academy solution;
- it is to acquire, lose or change religious character (see paragraph 67); or
- it is being replaced by a new school.

47. Where a school will temporarily cease operations on a site due to a rebuild a proposal to close the school is not required. Where a school operating over multiple split sites seeks to cease operations on one (or more) of its sites the proposal will be for a prescribed alteration and not a school closure (see paragraph 21 of [Annex A.1](#)).

Statutory process

48. The statutory process for closing a school has five stages:

Stage 1	Consultation	No prescribed timescale (minimum of 6 weeks recommended; school holidays should be taken into consideration and avoided where possible). Likely to be no longer than 12 months.
Stage 2	Publication	1 day
Stage 3	Representation	Must be 4 weeks (this is prescribed in legislation and cannot be shortened or lengthened).
Stage 4	Decision	LA should decide a proposal within 2 months otherwise it will fall to the Schools Adjudicator. Where permitted appeals must be made within 4 weeks of the decision.
Stage 5	Implementation	No prescribed timescale – but must be as specified in the published notice, subject to any modifications agreed by the decision-maker.

Consultation

49. Except where the school is a rural school or a special school where there are prescribed consultees (as set out at [Annex A.3](#)), proposers of a school closure must²¹ consult bodies they feel to be appropriate. In doing so they must have regard to the Secretary of State's statutory guidance on school closure consultations which is contained at [Annex A.3](#) and [A.4](#) to this guidance. The information that must be included in a closure proposal is set out at [Annex A.4](#).

50. Where a LA or governing body carries out preliminary (informal) consultation to consider a range of options for a possible reorganisation, this would not be regarded as a statutory consultation as set out in legislation²². The statutory consultation would need to cover the specific closure proposal of the school in question.

51. How statutory consultation is carried out is not prescribed in regulations and it is for the proposer to determine the nature of the consultation and its length (although a minimum of six weeks is recommended). It is best practice for consultations to be carried out in term time to allow the maximum amount of people to respond.

52. If the need for the closure arises from an area-wide reorganisation (e.g. as a result of long-term LA planning), any related proposal should be consulted on at the same time. Notices for related proposals should be published at the same time and specified as 'related' so that they are decided together.

Publication

53. A proposal should be published within 12 months of consultation being concluded so that it can be informed by up-to-date feedback. A proposal must contain the information specified in Schedule 2 of the Establishment and Discontinuance Regulations (see [Annex A.4](#) for further details).

54. The full proposal must be published on a website (e.g. the school or LA's website) along with a statement setting out:

- how copies of the proposal may be obtained;
- that anybody can object to, or comment on, the proposal;
- the date that the representation period ends; and
- the address to which objections or comments should be submitted.

55. On the day of publication the proposer must send a copy of the proposal to the governing body/LA (as appropriate), and a brief notice (including details on how the full proposal can be accessed e.g. a website address) must be published in a local newspaper.

²¹ Under section 16(2) of the EIA 2006.

²² Under section 16(2) of the EIA 2006.

56. Within one week of the date of publication on the website, the proposer must send a copy of the proposal and the information set out at paragraph 54 to:

- the Secretary of State (via: schoolorganisation.notifications@education.gsi.gov.uk);
- the parents of every registered pupil at the school - where the school is a special school;
- the local Church of England diocese;
- the local Roman Catholic diocese; and
- any other body or person that the proposer thinks is appropriate (e.g. relevant faith group).

Within one week of receiving a request for a copy of the proposal the proposer must send a copy to the person requesting it.

Representation

57. The representation period is identical to that for making significant changes as outlined in paragraph 18. The representation period is set at four weeks.

Decision

58. The LA will be the decision-maker on a school closure proposal, unless the closure proposal is 'related' to another proposal that is to be decided by the Schools Adjudicator²³.

59. The decision-making process for school closure is the same as that for making significant changes (as outlined in paragraphs 20 to 24) with two exceptions:

- the prescribed events upon which the decision-maker can grant a conditional approval for school closures are different from the events for conditional approvals for other types of changes²⁴; and
- the Secretary of State must be notified of decisions in addition to the persons listed in paragraph 24(via: schoolorganisation.notifications@education.gsi.gov.uk).

Rights of appeal against a decision

60. The process for appealing a decision is the same as that outlined in paragraph 25 for significant changes.

²³ For example the establishment of a new school under section 10 or 11 of the EIA 2006.

²⁴ The events relevant to closure proposals are listed in regulation 16 of the Establishment and Discontinuance Regulations.

Implementation

61. The implementation (including modification and revocation) process for school closure is the same as that for making significant changes (as outlined in paragraphs 26 to 32) except that, in addition to the bodies listed in paragraphs 32, revocation proposals and decisions on them must also be sent to the Secretary of State (via: schoolorganisation.notifications@education.gsi.gov.uk).

Closure of rural schools

62. There is a presumption against the closure of rural schools. This does not mean that a rural school will never close, but the case for closure should be strong and a proposal clearly in the best interests of educational provision in the area.

63. When formulating a proposal, the proposer must carefully consider²⁵:

- the likely effect of the closure of the school on the local community;
- educational standards at the school and the likely effect on standards at neighbouring schools;
- the availability, and likely cost to the LA, of transport to other schools;
- any increase in the use of motor vehicles which is likely to result from the closure of the school, and the likely effects of any such increase; and
- any alternatives to the closure of the school.

64. When deciding a proposal for the closure of a rural primary school, the decision-maker must refer to the [Designation of Rural Primary Schools \(England\) Order](#) to confirm that the school is a rural school. It is for the decision-maker to determine whether or not a *secondary school* should be considered as rural. The academy presumption (as outlined in Chapter 4) will not apply in cases where a rural infant and junior school on the same site are being closed to establish a new primary school²⁶.

65. In order to assist the decision-maker, the proposer of a rural school closure should provide evidence to the decision-maker to show that it has carefully considered:

- alternatives to closure including the potential for federation with another local school or conversion to academy status and joining a multi-academy trust or umbrella trust to increase the school's viability; the scope for an extended school to provide local community services; and facilities e.g. child care facilities, family and adult learning, healthcare, community internet access etc.;
- transport implications; and
- the overall and long term impact on local people and the community of closure of the village school and of the loss of the building as a community facility.

²⁵ Under section 15(4) of the EIA 2006.

²⁶ This is a section 11 special case under the EIA 2006.

‘Amalgamations/mergers’

66. There are two ways to 'merge' or 'amalgamate' two or more existing maintained schools²⁷:

- The LA or governing body (depending on school category) can publish a proposal to close two (or more) schools and the LA or a proposer other than the LA (e.g. diocese, faith or parent group, Trust) depending on category, can publish a proposal to open a new school or academy (see chapter 4 - Establishment of new provision). This results in a new school number being issued.
- The LA and/or governing body (depending on school category) can publish a proposal to close one school (or more) and enlarge/change the age range/transfer site (following a statutory process as/when necessary) of an existing school, to accommodate the displaced pupils. The remaining school would retain its original school number, as it is not a new school, even if its phase has changed.

Schools wishing to acquire, change or lose a Religious Character

67. It is not possible²⁸ to make any change in the religious character of a school. To make such a change the LA or governing body would need to publish a proposal to close the school, and a faith organisation (as proposers) would need to bring forward a 'related' proposal to establish a new voluntary school with a religious character – either after gaining the Secretary of State's approval under section 10 or as a special case under section 11 of EIA 2006.

Two years notice of closure – voluntary and foundation schools

68. Instead of following the statutory process for closure as outlined above, the governing body of a voluntary or foundation school may (subject to specified provisions²⁹ give at least two years' notice of their intention to close the school, to the Secretary of State (via: schoolorganisation.notifications@education.gsi.gov.uk) and the LA.

69. The trustees of a foundation or voluntary school must give their governing body at least two years notice if they intend to terminate the school's occupation of its site. The minimum two years' notice allows the LA and/or governing body time to make alternative arrangements for pupils.

²⁷ Federation cannot be used to merge/amalgamate schools.

²⁸ Under section 18(4) of the EIA 2006.

²⁹ As outlined in section 30 of the SSFA 1998, and including those in the DBE Measure 1991.



Department
for Education

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DECISION-MAKER: CABINET
SUBJECT: ADMISSION ARRANGEMENTS FOR COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS FOR ACADEMIC YEAR 2016/17
DATE OF DECISION: 17 MARCH 2015
REPORT OF: CABINET MEMBER FOR EDUCATION AND CHANGE

CONTACT DETAILS

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STATEMENT OF CONFIDENTIALITY

NONE

BRIEF SUMMARY

The Council is required by statute to approve its Admission policies for the School year starting September 2016 (including Published Admission Numbers – PANs) by 15 April 2015 to meet the statutory requirement. This allows the admission process to begin for all Schools in September 2015.

RECOMMENDATIONS:

- (i) To approve the Admissions Policies and the Published Admissions Numbers (PANs) for Community and Voluntary Controlled Schools; the schemes for coordinating Primary and Secondary admissions for the school year 2016/17 as set out in the appendices 1 to 5
- (ii) To authorise the Director, People to take any action necessary to give effect to the admissions policy and to make any changes necessary to the admissions policies where required to give effect to any Acts, Regulations or revised Schools Admissions or School Admissions Appeals Codes or binding Schools Adjudicator, Court or Ombudsman decisions whenever they arise.

REASONS FOR REPORT RECOMMENDATIONS

1. The Local Authority has a statutory duty to determine the admission criteria annually and to ensure that all rising 5s have an allocated education place
2. The proposed policy is at appendix 1. There are no changes from the 2015/16 arrangements except for an expanded statement of the right of parents of summer born children – children born between 1 April and 31 August – to request that their child be educated in the following admissions round. This is a requirement of the School Admissions Code published 19 December 2014
3. Implementation of the policy is dependent on the following schemes:-
 - Admissions Policy for Infant, Junior, Primary, Secondary and Sixth Form pupils to Community and Voluntary Controlled Schools, see appendix 1

- Published Admission Numbers (PANs) for Community and Voluntary Controlled Schools, see appendix 2
- The coordinated scheme for entry to Infant/Primary Schools see appendix 3
- The coordinated scheme for entry to Junior Schools see appendix 4
- The coordinated scheme for entry to secondary schools see appendix 5

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- 1 The only alternative option considered was to not determine local admission arrangements. This has been rejected because it would result in the imposition of admission arrangements upon local schools by the Secretary of State for Education

DETAIL (Including consultation carried out)

- 2 It is a statutory requirement that School Admission Authorities determine the Admission Policy each year to approve the allocation of School places to Southampton pupils and to pupils applying for a place in a Southampton School from outside the City. The City Council is the Admission Authority for all Community and Voluntary Controlled Schools in the City and is therefore responsible for determining the admission arrangements for these Schools. Regulations require all Admission Authorities i.e. the Local Authority, governing bodies of Voluntary Aided and Foundation Schools and Academy Trusts to determine their admission arrangements for the school year 2016-17 by 15 April 2015 and to notify the fact to other Admission Authorities within 14 days of this date.
- 3 The principles of Southampton's Admission Policies are well established. They seek to fulfil the requirement to be "fair, clear and objective" (School Admissions Code 2014). The proposed policies seek to make this process as transparent as possible. In particular they enable the Local Authority, Schools, and parents:
 - a) To protect the rights of vulnerable children.
 - b) To meet significant medical or psychological needs of individual children.
 - c) To develop, strengthen and support immediate family ties.
 - d) To develop and strengthen links between designated feeder and receiver schools, and
 - e) To have access to reasonable, clear, objective, procedurally fair criteria that avoid ambiguity in the interpretation of the policy.
- 4 An Admission Authority must consult on any changes it proposes to make to its admission arrangements. However if no alteration is proposed then there is no need to consult but the Admission Authority must still determine its arrangements in line with the timetable set out in the Regulations. The minor amendment in the 2016/17 arrangements did not require consultation as it is required to make the Council's arrangements comply with the School Admissions Code.

- 5 It is a statutory requirement that School Admission Authorities determine their admission arrangements each year to approve the allocation of places to Southampton pupils and to pupils applying for places in Southampton Schools from outside the City even if no changes have been made from the previous year's arrangements.
- 6 Apart from required changes of dates there are no changes to the coordinated schemes for Infant Junior or Secondary transfers

RESOURCE IMPLICATIONS

Capital/Revenue

- 7 There are no additional revenue costs to the General Fund arising directly from the approval of the admission policies for the school year 2016/17.

Property/Other

- 8 N/A

LEGAL IMPLICATIONS

Statutory power to undertake proposals in the report:

- 9 Admission Authorities are legally required to determine their admission arrangements (including PANs, under the School Standards and Framework Act 1998 as amended by the Education Act 2002 and the Education and Inspections Act 2006 and the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012 as amended by The School Admissions (Admission Arrangements and Coordination of Admission Arrangements) (England)(Amendment) Regulations 2014.
- 10 In accordance with the above, the deadline for determining admission arrangements is 15 April 2015. Following determination on 17 March 2015, the Local Authority has 14 days to notify all Schools in writing of its decision. School's governing bodies then have 6 weeks to object to their respective PANs (but no other aspect of the admission policy)

Other Legal Implications:

- 11 The Education Acts, Regulations made pursuant to them and the School Admissions Code (December 2014) require Local Authorities to formulate coordinated schemes for dealing with applications to Infant, Primary, Junior and Secondary Schools at the relevant age of transfer. Such schemes also include admission to Schools where the Local Authority is not the Admission Authority i.e. Voluntary Aided, Foundation, Free Schools and Academies. The schemes must ensure that every parent is notified of one and only one offer of a school place on the same day. A National Offer date of 1 March, or first working day thereafter, has been set for Secondary admissions and a National Offer date of 16 April, or first working day thereafter, for Primary sector admissions. The regulations also set National closing dates for applications of 31 October in the offer year for Secondary applications and 15 January in the offer year for Primary applications.

POLICY FRAMEWORK IMPLICATIONS

- 12 The recommended admission arrangements proposed in the report are consistent with the Children and Young People's Plan

KEY DECISION? Yes

WARDS/COMMUNITIES AFFECTED: ALL

SUPPORTING DOCUMENTATION

Appendices

1. Admission Policy for Infant, Junior, Primary and Secondary pupils to community and voluntary controlled schools 2016-17
2. Proposed Published Admissions Numbers for all Community and Voluntary Controlled Schools
3. Coordinated scheme for year R entry to Infant/Primary Schools 2016/17
4. Coordinated scheme for year 3 entry to Junior Schools 2016/17
5. Coordinated scheme for year R entry to Secondary Schools 2016/17

Documents In Members' Rooms

N/A

Equality Impact Assessment

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

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)

School Admissions Code

[https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/389388/School Admissions Code 2014 - 19 Dec.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/389388/School_Admissions_Code_2014_-_19_Dec.pdf)

Southampton City Council

Admission Policy for Community and Voluntary Controlled Infant/Primary Schools for 2016/17

Southampton City Council is the admission authority for all Community and Voluntary Controlled infant and primary schools in the city. Voluntary Aided and Trust and Foundation school are their own admission authorities and set their own admission arrangements. As required in the School Admissions Code the authority will consider all on-time preferences at the same time for September 2016 admissions.

Parents may express up to three (3) preferences, listing them in the order in which they would accept them. All preferences will be considered and where more than one school could be offered, the parents will be offered a place for their child at the higher ranked of the schools that could be offered.

Children with statements of special educational needs (SEN) or Education, Health and Care Plans (EHCP) that name the school

Children with statements of special educational needs or Education, Health and Care Plans (EHCP) that name a school must be admitted to that school under the Education Act 1996 and with regard to the SEN Code of Practice. These children will be admitted to the named school, even if it is full, and are therefore outside the normal admission arrangements. As required by the Code these children will count as part of the Published Admission Number (PAN) for the school.

Oversubscription criteria

Applications submitted by 15 January 2016 will be dealt with first. If the number of applications submitted by 15 January 2016 is greater than the Published Admission Number (PAN) for a school, admissions to the school will be decided according to the following priorities:

1. Children in public care (looked after children) and previously looked after children as defined in paragraph 1.7 of the School Admissions Code 2014
2. Children subject to a child protection plan or deemed to be vulnerable by the Senior Officer with responsibility for safeguarding in Southampton City Council.
3. Children who have a brother or sister already on the roll of the school who will continue to attend that school for the following year. (This includes children living as siblings in the same family unit.) In the case of applications for places at infant schools a sibling at the linked junior school will count as a sibling at the infant school.

A sibling is defined as a brother or sister including half, step, or foster or adoptive brother or sister, living within the same family unit at the same address.

4. Children who live within the school's designated catchment area and whose

parents have satisfied the Local Authority that their child has a significant medical or psychological condition which means they must attend the preferred school rather than any other. Applications must be supported by appropriate written evidence from a doctor or psychologist.

5. Children who live within the school's designated catchment area.

A "designated catchment area" for a school is the area set out in the definitive catchment area map for each school. This map is held by Southampton City Council, Civic Centre, Rise, Southampton SO14 7LT. A schedule of addresses, to be read in conjunction with the map, is also kept by the Council.

Parents wishing to know if their address is in a particular catchment area can contact the Admissions Team, or log on to the council website www.southampton.gov.uk, click on "my Southampton", follow the links, and enter their post code.

If the school is oversubscribed from within these criteria, priorities (ii) to (iii), as set out at 6 below, will be used to determine which children will be offered places.

6. Children who live outside the school's designated catchment area, in the following order:

- (i) Children whose parents have satisfied the Local Authority that their child has a significant medical or psychological condition which means they must attend the preferred school rather than any other. Applications must be supported by appropriate written evidence from a doctor or psychologist.
- (ii) Children whose parents are applying for their child to attend a Church of England voluntary controlled school on denominational grounds. Evidence of regular church attendance at services held by the Church of England or a local ecumenical partnership (as defined in the school's prospectus) must be certified by the vicar or someone else of authority in the church. "Regular" is defined as "attending worship services at a Church of England church or local ecumenical partnership at least twice a month for the previous two years before the deadline for admissions set by Southampton City Council."
- (iii) Children who live closest to the school based on the shortest practicable walking distance using public roads and footpaths. Distances are measured from home to school for all children. Distances from home to school are measured as shortest walking distances. These are calculated using a computerised mapping system that uses data supplied by Ordnance Survey. Distances are measured from the point designated in the system as the home address to the point designated in the system as the mid point of the nearest open gate to the school, using public roads and footpaths.

Should a school be oversubscribed from within any of the criteria 6(i) to 6(ii) above, then distance as defined in 6(iii) will be used to prioritise applications within these categories. Should there be two or more identical distances requiring prioritisation, this will be done by casting lots. Lots will be drawn by the Principal Officer Education and Early Years, People Directorate, Southampton City Council.

Late applications

The closing date for applications is 15 January 2016. Applications received after that date will be late applications. If a school has places available after admitting all on-time applications, late applications will be considered in accordance with the priorities set out above.

Unplaced children

Any child who remains unplaced after their application has been processed, because either they could not be offered a place at any school requested or their parents did not complete an application, will be offered a place at their catchment school if there is one and if places are still available. If there are no places available at their catchment school, they will be allocated a place at the nearest school to their home address with places available that is prepared to offer a place. Distance to their home address will be measured by public roads and footpaths.

Waiting lists

If a place cannot be offered at a higher ranked community or voluntary controlled school, unsuccessful applicants will automatically be placed on the waiting list for the school. If places become available, children on the waiting list will automatically be offered them according to the priorities set out above and any previous offer of a school place will be withdrawn.

The length of time on the waiting list cannot be taken into account. Unsuccessful late applications will be treated in the same way as unsuccessful on-time applications and placed on the waiting list according to the priorities set out above.

Waiting lists will be maintained by the Admissions Manager at Southampton City Council for all community and voluntary controlled schools. Waiting lists will be maintained until the end of the autumn term 2016.

Entry into Reception Class

The offer made to parents for reception class on the initial offer date is of a full time place from the start of term after 1 September 2016. Schools normally stagger entry into school from that date and arrange for some initial part time attendance to ensure a smooth transition from pre-school into school or from home to school.

Parents can request part time education for their child in the reception year until the child is of statutory school age if it is in the child's best interests.

Parents have the right to defer their child's entry into reception class to any point up the

time the child is of statutory school age (the term starting after their child's 5th birthday) Parents of children born between 1 September and 31 March CANNOT however defer entry until the start of year 1 i.e. the reception class place cannot be held open over the summer holidays. The child must start school at some point in the reception year. If a parent does not enrol their child at the offered school at some point in the reception year they must make an in year application for a year 1 place.

However, the parents of a **summer born child**, that is a child born between 1 April and 31 August, may choose not to send that child to school until the September following their fifth birthday. They may **request** that they are admitted out of their normal age group – to reception rather than year 1. All requests will be considered on their merits.

Southampton City Council

Admission Policy for Community and Voluntary Controlled Junior Schools for 2016/17

Southampton City Council is the admission authority for all Community and Voluntary Controlled junior schools in the city. As required in the School Admissions Code the authority will consider all preferences at the same time for September 2014 admissions.

Parents may express up to three (3) preferences for junior schools only, listing them in the order in which they would accept them. All preferences will be considered and where more than one school place could be offered, the parents will be offered a place for their child at the higher ranked of the schools that could be offered.

Children with statements of special educational needs (SEN) or Education, Health and Care Plans (EHCP) that name the school

Children with statements of special educational needs or education, health, and care plans that name a school must be admitted to that school under the Education Act 1996 and with regard to the SEN Code of Practice. These children will be admitted to the named school even if it is full and are therefore outside the normal admission arrangements. As required by the Code these children will count as part of the Published Admission Number (PAN) for the school.

Oversubscription criteria

Applications submitted by 16 January 2016 will be dealt with first. If the number of applications received by 16 January 2016 is greater than the admission limit, admissions will be decided according to the following priorities:

1. Children in public care (looked after children) and previously looked after children as defined in paragraph 1.7 of the School Admissions Code 2014
2. Children subject to a child protection plan or deemed to be vulnerable by the Senior Officer with responsibility for safeguarding in Southampton City Council.
3. Children attending the linked infant school at the time of application. This criterion applies only at the time of transfer from year 2 to year 3 and until the end of the first term of junior school. After that time previous attendance at the linked infant school gives no priority to an application for a place at the linked junior school
3. Children who have a brother or sister already on the roll of the school who will continue to attend that school for the following year. (This includes children living as siblings in the same family unit.) In the case of applications for places at junior schools a sibling at the linked infant school will count as a sibling at the junior school.

A sibling is defined as a brother or sister including half, step, or foster or adoptive brother or sister, living within the same family unit at the same address.

4. Children who live within the school's designated catchment area and whose parents have satisfied the Local Authority that their child has a significant medical or psychological condition which means they must attend the preferred school rather than any other. Applications must be supported by appropriate written evidence from a doctor or psychologist

6. Children who live within the school's designated catchment area.

A “designated catchment area” for a school is the area set out in the definitive catchment area map for each school. This map is held by Southampton City Council, Civic Centre, Southampton SO14 7LT. A schedule of addresses, to be read in conjunction with the map, is also kept by the Council.

Parents wishing to know if their address is in a particular catchment area can contact the Admissions Team, or log on to the council website www.southampton.gov.uk, click on “my Southampton”, follow the links, and enter their post code.

If the school is oversubscribed from within these criteria, priorities (ii) to (iii), as set out at 7 below, will be used to determine which children will be offered places.

7. Children who live outside the school's designated catchment area, in the following order:
 - (i) Children whose parents have satisfied the Local Authority that their child has a significant medical or psychological condition which means they must attend the preferred school rather than any other. Applications must be supported by appropriate written evidence from a doctor or psychologist.

 - (ii) Children whose parents are applying for their child to attend a Church of England voluntary controlled school on denominational grounds. Evidence of regular church attendance at services held by the Church of England or a local ecumenical partnership, (as defined in the school's prospectus), must be certified by the vicar or someone else of authority in the church. “Regular” is defined as “attending worship services at a Church of England church or local ecumenical partnership at least twice a month for the previous two years before the deadline for admissions set by Southampton City Council.”

 - (iii) Children who live closest to the school based on the shortest practicable walking distance using public roads and footpaths. Distances are measured from home to school for in-catchment children and from either home to school or home to the designated catchment area boundary for out-catchment children, as agreed with each school and laid out in the school's prospectus. Distances from home to school are measured as shortest walking distances. These are calculated using a computerised

mapping system that uses data supplied by Ordnance Survey. Distances are measured from the point designated in the system as the home address to the point designated in the system as the mid point of the nearest open gate to the school, using public roads and footpaths.

Should a school be oversubscribed from within any of the criteria 7(i) to 7(iii) above, then distance as defined in 7(iii) will be used to prioritise applications within these categories. Should there be two or more identical distances requiring prioritisation, this will be done by casting lots. Lots will be drawn by the Principal Officer Education and Early Years, People Directorate, Southampton City Council.

Late applications

If a school has places available after admitting all on-time applications, late applications will be considered in accordance with the priorities set out above.

Unplaced children

Any children who remain unplaced after their application has been processed, because either they could not be offered a place at any school requested or their parents did not complete an application, will be offered a place at their linked junior school, if places are still available. If there are no places available at their linked junior school, they will be allocated a place at the nearest junior school to their home address with places available that is prepared to offer a place. Distance to their home address will be measured by public roads and footpaths.

Waiting lists

If a place cannot be offered at a higher ranked community or voluntary controlled school, children will automatically be placed on the waiting list for the school. If places become available, children on the waiting list will automatically be offered them according to the priorities set out above and any previous offer of a school place will be withdrawn.

The length of time on the waiting list cannot be taken into account. Unsuccessful late applications will be treated in the same way as unsuccessful on time applications and placed on the waiting list according to the priorities set out above.

Waiting lists will be maintained by the Admissions Manager at Southampton City Council for all community and voluntary controlled schools. Waiting lists will be held until the end of the autumn term 2016.

Southampton City Council

Admission Policy for Community Secondary Schools for September 2016/17

Southampton City Council is the admission authority for all community secondary schools in the city. As required in the School Admissions Code, the authority will consider all preferences at the same time for September 2016 admissions.

Parents may express up to three preferences, listing them in the order in which they would accept them. All preferences will be considered and where more than one school could be offered, the parents will be offered a place for their child at the higher ranked of the schools that could be offered.

Children with statements of special educational needs (SEN) or Education, Health and Care Plans (EHCP) that name the school

Children with statements of special educational needs or Education, Health and Care Plans (EHCP) that name a school must be admitted to that school under the Education Act 1996 and with regard to the SEN Code of Practice. These children will be admitted to the named school, even if it is full and are therefore outside the normal admission arrangements. As required by the Code these children will count as part of the Published Admission Number (PAN) for the school.

Oversubscription criteria

Applications submitted by 31 October 2015 will be dealt with first. If the number of applications submitted by 31 October 2015 for a school is greater than the Published Admission Number for the school, admissions will be decided according to the following priorities:

1. Children in public care (looked after children) and previously looked after children as defined in paragraph 1.7 of the School Admissions Code 2014
2. Children subject to a child protection plan or deemed to be vulnerable by the Senior Officer with responsibility for safeguarding in Southampton City Council.
3. Children who have a brother or sister already on the roll of the school who will continue to attend that school during the following year. (This includes children who live as siblings in the same family unit.)

A sibling is defined as a brother or sister including half, step, or foster or adoptive brother or sister, living within the same family unit at the same address

4. Children who live within the school's designated catchment area and whose parents have satisfied the Local Authority that their child has a significant medical or psychological condition which means they must attend the preferred school rather than any other. Applications must be supported by appropriate written evidence from a doctor or psychologist
5. Children who live within the school's designated catchment area.

A “designated catchment area” for a school is the area set out in the definitive catchment area map for each school. This map is held by Southampton City Council, Civic Centre, Southampton SO14 7LT. A schedule of addresses, to be read in conjunction with the map, is also kept by the Council.

Parents wishing to know if their address is in a particular catchment area can contact the Admissions Team, or log on to the council website www.southampton.gov.uk, click on “my Southampton”, follow the links, and enter their post code.

If the school is oversubscribed from within the criteria above, priorities (ii) to (iii), as set out at 6 below, will be used to determine which children will be offered places.

6. Children who live outside the school's designated catchment area, in the following order:

- (i) Children whose parents have named a particular school because the child has a significant medical or psychological condition which means they must attend the preferred school rather than any other. Applications must be supported by appropriate written evidence from a doctor or psychologist.
- (ii) Children attending a designated catchment junior or primary school.
- (iii) Children who live closest to the school based on the shortest practicable walking distance using public roads and footpaths. Distances are measured from home to school for in-catchment children and from either home to school or home to the designated catchment area boundary for out-catchment children, as agreed with each school and laid out in the school's prospectus. Distances from home to school are measured as shortest walking distances. These are calculated using a computerised mapping system that uses data supplied by Ordnance Survey. Distances are measured from the point designated in the system as the home address to the point designated in the system as the mid point of the nearest open gate to the school, using public roads and footpaths.

Should a school be oversubscribed from within any of the criteria 6(i) to 6(ii) above, then distance, as given in 6(iii), will be used to prioritise applications within these categories. Should there be two identical distances requiring prioritisation, this will be done by casting lots. Lots will be drawn by the Principal Officer Education and Early Years, People Directorate, Southampton City Council.

Late applications

If a school has places available after admitting all on-time applications, late applications will be considered in accordance with the priorities set out above.

Unplaced children

Any child who remains unplaced after their application has been processed, because either they could not be offered a place at any school requested or their parents did not make an application, will be offered a place at their catchment school if there is one and if places are still available. If there are no places available at their catchment school, they will be allocated a place at the nearest school with places available to their home address that is prepared to offer a place. Distance to their home address will be measured by public roads and footpaths.

Waiting lists

If a place cannot be offered at a higher ranked community school, unsuccessful applicants for the school will automatically be placed on the waiting list for the school. If places become available, children on the waiting list will automatically be offered them according to the priorities set out above and any previous offer of a school place will be withdrawn.

The length of time on the waiting list cannot be taken into account. Unsuccessful late applications will be treated in the same way as unsuccessful on-time applications and placed on the waiting list according to the priorities set out above.

Waiting lists will be maintained by the Admissions Manager at Southampton City Council for all community schools. Waiting lists will be held until the end of the autumn term 2016.

Bitterne Park School (Secondary Places)

The admission criteria for Bitterne Park School are the same as for other LA community schools except for the addition of an extra criterion selecting up to 30 children for the school on the basis of their aptitude for the performing arts (a specialism of the school).

The admission criteria for the school are therefore as follows:

1. Children in public care (looked after children) and previously looked after children as defined in paragraph 1.7 of the School Admissions Code 2012.
2. Children subject to a child protection plan or deemed to be vulnerable by the Senior Officer with responsibility for safeguarding in Southampton City Council
3. Children who have a brother or sister already on the roll of the school who will continue to attend that school during the following year. (This includes children who live as siblings in the same family unit.) Siblings who it is hoped will be in the sixth form when the younger child would be due to start will not be regarded as siblings in this category.

A sibling is defined as a brother or sister including half, step, or foster or adoptive brother or sister, living within the same family unit at the same address

4. Children, up to a maximum of 30, who score highest in the aptitude test set by Southampton City Council to measure their aptitude for the performing arts. In the event of a tie in the aptitude scoring the child/children closest to the school will be given priority.
5. Children who live within the school's designated catchment area and whose parents have satisfied the Local Authority that their child has a significant medical or psychological condition which means they must attend the preferred school rather than any other. Applications must be supported by appropriate written evidence from a doctor or psychologist
6. Children who live within the school's designated catchment area.

A "designated catchment area" for a school is the area set out in the definitive catchment area map for each school. This map is held by Southampton City Council, Civic Centre, Southampton SO14 7LT. A schedule of addresses, to be read in conjunction with the map, is also kept by the Council.

Parents wishing to know if their address is in a particular catchment area can contact the Admissions Team, or log on to the council website www.southampton.gov.uk, click on "my Southampton", follow the links, and enter their post code.

If the school is oversubscribed from within the criteria above, priorities (ii) to (iii), as set out at 7 below, will be used to determine which children will be offered places.

7. Children who live outside the school's designated catchment area, in the following order:
 - (i) Children whose parents have named a particular school because the child has a significant medical or psychological condition which means they must attend the preferred school rather than any other. Applications must be supported by appropriate written evidence from a doctor or psychologist.
 - (ii) Children attending a designated catchment junior or primary school.
 - (iii) Children who live closest to the school based on the shortest practicable walking distance using public roads and footpaths. Distances are measured from home to school for in-catchment children and from either home to school or home to the designated catchment area boundary for out-catchment children, as agreed with each school and laid out in the school's prospectus. Distances from home to school are measured as shortest walking distances. These are calculated using a computerised mapping system that uses data supplied by Ordnance Survey. Distances are measured from the point designated in the system as the home address to the point designated in the system as the mid point of the nearest open gate to the school, using public roads and footpaths.

Should a school be oversubscribed from within any of the criteria 7(i) to 7(ii) above, then distance, as given in 7(iii), will be used to prioritise applications within these categories. Should there be two identical distances requiring prioritisation, this will be done by casting lots. Lots will be drawn by the Principal Officer Education and Early Years, People Directorate, Southampton City Council.

Late applications

If a school has places available after admitting all on-time applications, late applications will be considered in accordance with the priorities set out above.

Unplaced children

Any child who remains unplaced after their application has been processed, because either they could not be offered a place at any school requested or their parents did not make an application, will be offered a place at their catchment school if there is one and if places are still available. If there are no places available at their catchment school, they will be allocated a place at the nearest school with places available to their home address that is prepared to offer a place. Distance to their home address will be measured by public roads and footpaths.

Waiting lists

If a place cannot be offered at a higher ranked community school, unsuccessful applicants for the school will automatically be placed on the waiting list for the school. If

places become available, children on the waiting list will automatically be offered them according to the priorities set out above and any previous offer of a school place will be withdrawn.

The length of time on the waiting list cannot be taken into account. Unsuccessful late applications will be treated in the same way as unsuccessful on-time applications and placed on the waiting list according to the priorities set out above.

Waiting lists will be maintained by the Admissions Manager at Southampton City Council for all community schools. Waiting lists will be held until the end of the autumn term 2016.

Bitterne Park School (Sixth Form Places)

Bitterne Park Sixth Form application deadline is Monday 13th June 2016. Applications received after this date will be processed as 'late applications' (see below).

The Sixth Form has a maximum pupil number of 90 in Year 12 (180 Total in Years 12 and 13).

The majority of these places will be filled by existing Bitterne Park School students however, external applicants are welcome to apply to fill up to the remainder of 90 places. If the sixth form is over subscribed they will be considered in line with the SCC admissions policy that is detailed below.

The application form is made up of two parts:

Part 1 – Place application, this is to obtain a place within the sixth form at Bitterne Park School. Currently the procedure is run by Southampton City Council Admissions team (address below)

Part 2 – Course application, this is to secure a place on the requested courses, please note that some course may not run if sufficient applicants are not received. These are to be returned to the school office.

To apply complete both parts of the application, which are available to download from www.bitterneparkschool.org.uk or within the pack obtained from the school office.

Return part 1 as soon as possible to the Admission Team at Southampton City Council (address below) and by at the latest 13th June 2016.

Part 1: Place Application
Admission Team (OGS)
Southampton City Council
Civic Centre
Southampton SO14 7LY

If you submit the place application form to the school, this will be forwarded to the Admissions Team.

Return Part 2, the course selection form to be returned to the school (address below)

Part 2: Course Application
Sixth Form recruitment
Main School Office
Bitterne Park School
Copsewood Road
Southampton

When completing part 2 of the application please ensure on your course choice that you indicate if it is level 2 or level 3 that you are applying for. If you are unsure whether you are a Level 2 or 3 students you are welcome to apply for both programmes, and then discuss this at the application guidance meeting.

Once your application has been received a letter will be sent confirming receipt and you will be invited in to the Sixth Form for an Application Guidance Meeting, which will review your course options and provide you with support and assistance with your application. This is not mandatory and will not form part of the Admissions process it is purely there to support and inform your decisions. You will not be required to bring anything to this meeting.

There will be a post-17 induction programme for students who have a place in the Sixth Form in which you will have an opportunity to attend taster lessons in your chosen subjects as well as take part in team building and leadership activities. It is expected that all students who are transferring to Bitterne Park Sixth Form will attend.

Southampton City Council Admissions Policy

All places offered by Southampton City Council are conditional upon the applicant meeting the Academic Entry Requirements set out below.

Places will be offered on the following basis:

Children with statements of special educational needs (SEN) or Education, Health and Care Plans (EHCP) that name the school

Children with statements of special educational needs or Education, Health and Care Plans (EHCP) that name a school must be admitted to that school under the Education Act 1996 and with regard to the SEN Code of Practice. These children will be admitted to the named school, even if it is full and are therefore outside the normal admission arrangements. As required by the Code these children will count as part of the Published Admission Number (PAN) for the school.

Oversubscription criteria

Applications submitted by 13th June 2016 will be dealt with first. If the number of applications submitted by 13th June 2016 for the sixth form exceed the Admission Number of 90, admissions will be decided according to the following priorities:

1. Children in public care (looked after children) and previously looked after children as defined in paragraph 1.7 of the School Admissions Code
2. Children who live within the school's designated catchment area.

A “designated catchment area” for a school is the area set out in the definitive catchment area map for each school. This map is held by Southampton City Council, Civic Centre, Southampton SO14 7LY. A schedule of addresses, to be read in conjunction with the map, is also kept by the Council.

Parents wishing to know if their address is in a particular catchment area can contact the Admissions Team, or log on to the council website www.southampton.gov.uk, click on “my Southampton”, follow the links, and enter their post code.

If the school is oversubscribed from within the designated catchment area, the procedure set out at 3, below, will be used to determine which children will be offered places.

3. Children who live closest to the school based on the shortest practicable walking distance using public roads and footpaths. Distances are measured from home to school for in-catchment children and from either home to school or home to the designated catchment area boundary for out-catchment children, as agreed with each school and laid out in the school’s prospectus. Distances from home to school are measured as shortest walking distances. These are calculated using a computerised mapping system that uses data supplied by Ordnance Survey. Distances are measured from the point designated in the system as the home address to the point designated in the system as the mid point of the nearest open gate to the school, using public roads and footpaths.

Should there be two identical distances requiring prioritisation, this will be done by casting lots. Lots will be drawn by the Principal Officer Education and Early Years, People Directorate, Southampton City Council.

Late applications

If a school has places available after admitting all on-time applications, late applications will be considered in accordance with the priorities set out above.

Waiting lists

Unsuccessful applicants for the school will automatically be placed on the waiting list for the school. If places become available, children on the waiting list will automatically be offered them according to the priorities set out above.

The length of time on the waiting list cannot be taken into account. Unsuccessful late applications will be treated in the same way as unsuccessful on-time applications and placed on the waiting list according to the priorities set out above.

Waiting lists will be maintained by the Admissions Manager at Southampton City Council for all community schools. Waiting lists will be held until the end of the autumn term 2016.

Sixth Form Courses and Entry Requirements

Level 3 Courses:

This is a two year programme of study that is at a higher level than the work undertaken in Year 11.

Level 3 courses prepare students for entry to university. Bitterne Park Sixth Form offers a wide range of both academic A Levels and the full range of applied BTEC courses.

Each AS/A2 Level and BTEC has 5 hours of taught study each week. For success a similar amount of private study is expected out of hours.

The desired entry requirement for a Level 3 programme of study is 5A* to C grades at GCSE or equivalent in 4 or more subjects including English and Maths.

Some Level 3 subjects have specific entry requirements (such as a B grade at the Higher Tier of entry).

These are outlined in the subject information and must be met. It is at the discretion of the School whether a student who has a D grade in either English or Mathematics at GCSE (not both) is able to progress to Level 3

Level 2 Courses:

This is a one year programme of study for students who wish to progress to the Level 3 programme of study at the Bitterne Park School Sixth Form and have not yet quite gained the 5A* - C grades at GCSE or equivalent needed for this.

This programme of study enables students to retake English and Mathematics and take a number of new and exciting subjects.

The desired entry requirements for Level 2 Courses in Year 12 is 5 D grades at GCSE or equivalent in 4 or more subjects.

A minimum of an E grade in English and/or Mathematics is also desired.

Foundation Learning:

This is a one year programme of study for students who wish to progress to the Level 2 programme of study at the Bitterne Park School Sixth Form, or seek employment, and have not yet quite gained the desired entry requirements for level 2 courses.

Results day

Once you receive your GCSE results we can confirm your course and subject choices and finalise your enrolment to The Sixth Form. Support for students who have not made entry requirements will be available on the results publication day in August. All Bitterne Park Year 11 students are expected to be present that day, where possible.

We will do all we can to support you if you wish to change your options but after the timetable is written this will only be possible if a class is not full and the subjects you wish to study are not timetabled at the same time.

You will then receive a letter confirming your place in the Sixth Form, which is conditional on the entry requirements.

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PROPOSED ADMISSION NUMBERS (PANs) FOR COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS 2016/17

Proposed Published Admissions Numbers (PANs) for Community and Voluntary Controlled Schools for Year R intake for Academic Year 2015/16.

School Name	PAN - Sept 2015
Bassett Green Primary School	90
Bevois Town Primary School	60*
Bitterne C of E Infant School	60
Bitterne Manor Primary School	30
Bitterne Park Primary School	90
Fairisle Infant And Nursery School	90
Glenfield Infant School	90
Mansbridge Primary School	30
Mansel Park Primary School	60
Mason Moor Primary School	45
Maytree Nursery And Infants School	90
Moorlands Primary School	60
Newlands Primary School	60
Oakwood Primary School	60
Redbridge Primary School	30
Shirley Warren Primary And Nursery School	60
Sholing Infant School	90
Sinclair Primary & Nursery	30
St Denys Primary School	30
St Mark's C of E Primary School	90
St Mary's C of E (VC) Primary School	90
St Monica Primary School	90
Swaythling Primary School	30
Tanners Brook Primary School	120
Thornhill Primary School	45
Valentine Infant School	120
Woolston Infant School	60

Proposed Published Admissions Numbers (PANs) for Community and Voluntary Controlled Schools for Year 3 intake for Academic Year 2015/16

School Name	PAN - Sept 2015
Fairisle Junior School	90
Mount Pleasant Junior School	90
Sholing Junior School	60
Townhill Junior School	102

Proposed Published Admissions Numbers (PANs) for Community and Voluntary Controlled Schools for Year 7 intake for Academic Year 2015/16

School Name	PAN - Sept 2015
Bitterne Park School	300
Cantell Maths and Computing College	230
Redbridge Community School	210
The Sholing Technology College	210
Woodlands Community College	180

SOUTHAMPTON CITY COUNCIL THE CO-ORDINATED SCHEME FOR YEAR R ENTRY TO INFANT/PRIMARY SCHOOLS

SCHOOL YEAR 2016/17

1. INTRODUCTION

This scheme details proposals for the co-ordinated admission arrangements for infant and primary schools in Southampton. The proposed scheme is in accordance with the School Admissions (Co-ordination of Admission Arrangements) (England) Regulations 2008 and the School Admissions Code (2014).

2. BACKGROUND

The School Standards and Framework Act 1998, as amended by the Education Act 2002, the School Admissions (Co-ordination of Admission Arrangements) (England) Regulations 2008 and The School Admissions (Admission Arrangements and Coordination of Admission Arrangements) (England) (Amendment) Regulations 2014 set a duty on Local Authorities (LAs) to formulate a scheme covering every maintained school in their area, to co-ordinate the admissions process for primary intakes.

The LA must then consult all other admission authorities in the area who it proposes should adopt the scheme.

3. THE SCHEME

The purpose of the co-ordinated admission scheme is to establish mechanisms for ensuring that every parent of a child living in the LA area who has applied for a school place in the 'normal admissions round' receives an offer of one, and only one, school place on the same day. Schemes should also address how late applications will be handled. Co-ordinated schemes are an administrative process to make school admissions easier, more transparent and less stressful for parents.

The Southampton City Council co-ordinated scheme for infant/primary schools aims to encompass all the schools including academies in its area. The School Admissions Code requires that *all schools* in the LA's area operate the 'equal preference' allocation criterion. Parents must apply for places in different LAs via their Home LA, using the application form for that LA, so there is a requirement for LAs to exchange data.

The co-ordinated scheme has been broken down into the following headings:

- Data capture
- Brochures and application process
- Closing date
- Processing of applications
- Late applications
- Decision letters

4. DATA CAPTURE

In June 2015 “rising 4” data will be downloaded, by the Admissions Team, from the Early Years modules of the ONE database and a list of rising 4 children will be obtained from Southampton City Primary Care Trust (SCPCT).

5. BROCHURES AND THE APPLICATION PROCESS

- A letter giving advice to parents for children in the transfer group, about online applications and use of forms, will be sent to parents in late August/early September 2015
- The composite prospectus will be available on line at the Southampton City Council website from no later than 12 September 2015.
- Online application commences 7 September 2015.
- Parents of children living outside the city but wishing to apply for a place at a Southampton LA area school must apply via their Home LA.
- Parents who live in the city who wish to apply for a place at a school in another LA area (e.g. Hampshire) must apply through the Southampton Admissions processes

6. CLOSING DATE

The closing date for applications will be 15 January 2016. This date is set in the regulations. Online applications will come direct to the Admissions Team..

7. PROCESSING OF ON-TIME APPLICATIONS

Own Admission Authority School applications –the data on any application form that mentions an own admission authority school regardless of the ranking of the school on the form will be sent to the own admission authority school no later than 5 p.m 26 February 2016

Community/VC School applications – paper applications will be input onto the One database in order that initial allocations can be made on an equal preference basis.

By 5 p.m. Friday 18 March 2016, own admission authority schools will advise the Admissions Team of the rank order against their criteria of all the applications referred to them.

In the event that more than one place can be offered, e.g. at a VA school and a Community/VC school or at two Community/VC schools, the place that will be offered will be the one that is highest preference in the application.

For example, if the Community/VC school is 1st preference and the VA school is 2nd preference but both schools can offer a place, the place will be offered at the Community/VC school. However, if the VA school is the higher preference then the place will be offered at this school. In the case of two Community/VC places being available for offer, the offer will be made for the higher preference school. The Admissions Team will advise the VA schools of any children who are offered places at higher preference schools.

8. LATE APPLICATIONS

Any application submitted after the closing date will be treated as a late application. These will not be processed until after the on-time applications.

9. UNPLACED CHILDREN

Any child who remains unplaced after their application has been processed, either because they failed to get into any school requested or did not complete a form, will be offered a place at their catchment school, if places are still available. If there are no places available at their catchment school, they will be offered a place at the nearest school with places available to their home address. Distance to the home address will be measured by public roads and footpaths.

10. OUTCOME OF APPLICATIONS

All parents/carers resident in Southampton will be notified of the outcome of their application on 17 April 2016. This date is set in regulations. Southampton LA will make the offer of places at those schools (Community/VC) where it is the admission authority and will also offer on behalf of the governing bodies of those schools where it is not the admission authority. Email notifications only will be sent to those parents who applied online unless a written notification has been requested. Applicants who are not offered their first preference school will receive a formal letter from the Admissions Team giving the reasons for refusal and guidance on how to appeal

Parents who receive an email notification will be able to accept their offer of a school place online. Those parents who receive a decision letter will also receive a reply slip that they must complete to accept the place offered to them. The Admissions Team will notify own admission authority schools of any places they have offered that have been refused so that offers can be made to other parents, if necessary. Parents will be offered the right of appeal against a refusal of a place as laid down in the School Standards and Framework Act 1998, as amended by the Education Act 2002, and supporting regulations.

11. DATA TO SCHOOLS

Data will be provided to schools regularly from 9 May 2016 through to July 2016. The Admissions Team will work closely with schools to ensure that they have as much data as possible on potential numbers of reception class starters as soon as is possible. From 16 April 2016, schools will receive student data in the form of lists showing who has been allocated places at their schools either on line or otherwise electronically.

12. SUMMARY

This proposed scheme encompasses all the elements of the co-ordinated admissions scheme outlined in the law. A timetable showing how the process would work for the September 2016 intake is attached at the annexe.

CO-ORDINATED INFANT/PRIMARY SCHOOLS ADMISSIONS SCHEME

TIMETABLE FOR 2016/17

DATE	ACTIVITY
June 2015	Admission Team obtains details of “rising 4” children. Transfer group of all eligible children set up in the ONE database
Mid – August 2015	Letters outlining application procedure sent to all parents in the transfer group; letters advise parents to make online applications, or to use paper forms where they cannot.
8 September 2015	Online application window opens.
15 January 2016	Closing date for online applications and paper forms.
21 February 2016	Admissions Team sends details of all on time applications to other LAs if necessary
26 February 2016	Admissions Team sends details of all relevant applications to own admission authority schools in Southampton
18 March 2016	Own admission authority schools return ranked applications details to the Admissions Team
16 April 2016	Parents advised by email and/or letter from the Admissions Team of the outcome of their application.

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SOUTHAMPTON CITY COUNCIL THE CO-ORDINATED SCHEMES FOR ENTRY TO JUNIOR SCHOOLS

SCHOOL YEAR 2016/17

1. INTRODUCTION

This scheme details proposals for the co-ordinated admission arrangements for junior schools in Southampton. The proposed scheme is in accordance with the School Admissions (Co-ordination of Admission Arrangements) (England) Regulations 2008 as amended by The School Admissions (Admission Arrangements and Coordination of Admission Arrangements) (England) (Amendment) Regulations 2014 and the School Admissions Code (2014).

2. BACKGROUND

The School Standards and Framework Act 1998, as amended by the Education Act 2002, the School Admissions (Co-ordination of Admission Arrangements) (England) Regulations 2008 as amended by The School Admissions (Admission Arrangements and Coordination of Admission Arrangements) (England) (Amendment) Regulations 2014 set a duty on Local Authorities (LAs) to formulate a scheme covering every maintained school in their area, to co-ordinate the admissions process for primary intakes.

The LA must then consult all other admission authorities in the area who it proposes should adopt the scheme.

3. THE SCHEME

The purpose of the co-ordinated admission scheme is to establish mechanisms for ensuring that every parent of a child living in the LA area who has applied for a school place in the 'normal admissions round' receives an offer of one, and only one, school place on the same day. Schemes should also address how late applications will be handled. Co-ordinated schemes are an administrative process to make school admissions easier, more transparent and less stressful for parents.

Parents must now apply for places in different LAs via their home local authority. This means that parents resident in Southampton applying

for junior schools in, say, Hampshire must apply through the Southampton City Council Admissions Team.

The co-ordinated scheme has been broken down into the following headings:

- Data capture
- Brochures and application process
- Closing date
- Processing of applications
- Late applications
- Decision letters

4. DATA CAPTURE

In June 2015 Year 1 pupils' data will be downloaded, by the Admissions Team, from the school databases and the Year 3 transfer group created. The LA will download details of SCC resident children attending infant schools in Hampshire from HCC.

5. BROCHURES AND THE APPLICATION PROCESS

- Details of the process for junior transfer will be issued direct by post to the parents of Year 2 pupils early in September 2016.
- Registration for online admission application commences 7 September 2015.
- Parents of children living outside the city but wishing to apply for a place at a Southampton junior school must apply through their Home LA
- Parents who live in the city who wish to apply for a place at a school in another LA area (e.g. Hampshire) must apply for those schools via the Southampton application system

6. CLOSING DATE

The closing date for applications will be 15 January 2016. This date is set in regulations. Online applications will come direct to the Admissions Team.

7. PROCESSING OF ON-TIME APPLICATIONS

The Admissions Team will process first all those applications submitted by the closing date.

Own Admission Authority School applications –the data on any application form that mentions an own admission authority school regardless of the ranking of the school on the form will be sent to the own admission authority school no later than 5 p.m 26 February 2016
Community/VC School applications – paper applications will be input onto the One database in order that initial allocations can be made on an equal preference basis.

By 5 p.m. Friday 18 March 2016, own admission authority schools will advise the Admissions Team of the rank order against their criteria of all the applications referred to them.

In the event that more than one place can be offered, e.g. at a VA school and a Community/VC school or at two Community/VC schools, the place that will be offered will be the one that is highest preference in the application.

For example, if the Community/VC school is 1st preference and the VA school is 2nd preference but both schools can offer a place, the place will be offered at the Community/VC school. However, if the VA school is the higher preference then the place will be offered at this school. In the case of two Community/VC places being available for offer, the offer will be made for the higher preference school. The Admissions Team will advise the VA schools of any children who are offered places at higher preference schools.

8. LATE APPLICATIONS

Any application received after the closing date will be treated as a late application. These will not be processed until after the on-time applications. They will be processed in the same way as the on-time applications as detailed in paragraph 7 above.

9. UNPLACED CHILDREN

Any child who remains unplaced after their application has been processed, either because they failed to get into any school requested or did not make an application, will be offered a place at their linked junior school, if places are still available. If there are no places available at their linked junior school, they will be offered a place at the junior school with places available nearest to their home address that is prepared to offer a place. Distance from a preferred school to the home address will be measured by using a computerised GIS system that uses data supplied by Ordnance Survey using either shortest walking distance or direct distance as specified in the schools admission arrangements. Addresses are identified and positioned using the LLPG database or the Post Office Address database

10. OUTCOME OF APPLICATIONS

The outcome of applications will notified to parents on 16 April 2016. Email notifications will be sent to those parents who applied online unless the applicants has requested a written letter. Parents who did not receive an offer of their first preference school will be notified in a formal letter accompanied by a reply slip that parents must complete to accept any place offered to them. Parents will be offered the right of appeal against a refusal of a place as laid down in the School Standards and Framework Act 1998, as amended by the Education Act 2002, and supporting regulations.

11. DATA TO SCHOOLS

Data will be provided to schools on a regular basis from 17 April 2016 through to July 2016. Although the Admissions Team will already know the names of 1st preference applicants it cannot be assumed that these are the children who will be offered places after the oversubscription criteria have been applied. It is possible that an applicant who has named the school as 1st preference may have lower priority under the oversubscription criteria than children who have expressed a 2nd or 3rd preference for a school. The Admissions Team will work closely with schools to ensure that they have as much data on potential numbers of year 3 starters as soon as possible. On 17 April 2016, schools will receive student data electronically showing who has been allocated places at their schools. From June 2016 onwards, junior schools will receive transfer files from the infant schools their children are coming from.

12. APPLICATIONS TO PRIMARY SCHOOLS

Applications for places in year 3 at a primary school for September 2016 will not be included in this process. Parents who want such a place must make a normal in year transfer at the appropriate time. This is normally in June/July.

13. SUMMARY

This proposed scheme encompasses all the elements of the co-ordinated admissions scheme outlined in the regulations. A timetable showing how the process would work for the September 2016 intake is attached at the annexe.

CO-ORDINATED JUNIOR SCHOOLS ADMISSIONS SCHEME

TIMETABLE 2016/17

DATE	ACTIVITY
June 2015	Admissions Team downloads details of Year 1 pupils in city infant schools and receives data From HCC of Southampton children in HCC infant schools
Early September 2015	Letters outlining application procedure sent to all parents in the transfer group.
7 September 2015	Online application window opens.
16 January 2016	Closing date for applications
26 February 2016	Admissions Team sends details of all relevant applications to own admission authority schools in Southampton
18 March 2016	Own admission authority schools return ranked applications details to the Admissions Team
17 April 2016	Parents advised by email and/or letter from the Admissions Team of the outcome of their application

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SOUTHAMPTON CITY COUNCIL THE CO-ORDINATED SCHEME FOR PRIMARY TO SECONDARY TRANSFER

SCHOOL YEAR 2016/17

1. INTRODUCTION

This scheme details proposals for the co-ordinated admission arrangements for secondary schools in Southampton. The proposed scheme is in accordance with the School Admissions (Co-ordination of Admission Arrangements) (England) Regulations 2008 as amended by The School Admissions (Admission Arrangements and Coordination of Admission Arrangements) (England) (Amendment) Regulations 2014 and the School Admissions Code 2014.

2. BACKGROUND

The School Standards and Framework Act 1998, as amended by the Education Act 2002, and the School Admissions (Co-ordination of Admission Arrangements) (England) Regulations 2008 as amended by The School Admissions (Admission Arrangements and Coordination of Admission Arrangements) (England) (Amendment) Regulations 2014 set a duty on Local Authorities (LAs) to formulate a scheme covering every maintained school in their area, to co-ordinate the admissions process for secondary intakes.

The LA must then consult all other admission authorities in the area who it proposes should adopt the scheme.

3. THE SCHEME

The purpose of the co-ordinated admission scheme is to establish mechanisms for ensuring that every parent of a child living in the LA area who has applied for a school place in the 'normal admissions round' receives an offer of one, and only one, school place on the same day. Schemes should also address how late applications will be handled. Co-ordinated schemes are an administrative process to make school admissions easier, more transparent and less stressful for parents.

For September 2016, the co-ordinated scheme will comprise the following elements: -

- Data capture
- Brochures and application process
- Closing date
- Processing of applications
- Late applications
- Decision letters

4. DATA CAPTURE

In June 2015, year 5 data will be downloaded from the school databases and filtered. Details of children living in Hampshire County Council's (HCC's) area will be passed to HCC's Admissions Team. Likewise, HCC will provide the Southampton Admissions Team with the details of those children who live in Southampton City Council's (SCC's) relevant area but attend a HCC primary/junior school.

5. THE APPLICATION PROCESS

- Details of the application process will be issued to direct to parents/carers in early September 2015.
- Online application commences 7 September 2015.
- Details of the application process will also be sent to children resident in the city but attending a HCC primary or junior school in early September 2015.
- Children resident in the city who wish to apply for a school in Hampshire must apply using Southampton online application/paper form.
- Children resident in Hampshire but who wish to apply for a Southampton school must apply using Hampshire processes
- The Southampton "form" will enable parents to express a preference for a school outside the Southampton/Hampshire area.
- Applicants to St Anne's or St George should complete the necessary Supplementary Information Form (SIF) for that school and send them direct to the school
- Applicants for Bitterne Park School wanting their child to be assessed for aptitude for the performing arts must indicate this in their application

6. CLOSING DATE

The closing date for applications will be 31 October 2015. This date is set in the regulations. Online applications will come direct to the Admissions Team.

7. PROCESSING OF APPLICATIONS

Own admission authority applications: –Any application that shows a preference for any own admission authority school, regardless of the ranking of the school on the form, will be processed as a priority and the relevant data from the application forms will be sent to the schools no later than Friday 27 November 2015.

Other LA school applications: - Data will be sent to the relevant LA's Admissions Team for processing by 27 November at the latest.

Southampton school applications: – applications will be input onto the ONE database in order that initial allocations can be made.

By Friday 8 January 2016, own admission authority schools advise the Admissions Team of the ranking against their criteria of all the applications referred to them.

In the event that more than one place can be offered, e.g. at St George and a Southampton Community school or two Southampton Community schools, the place that will be offered will be the one that is highest preference on the application

form. The Admissions Team will exchange information as required with other LAs to enable a single highest possible offer to be made

8. LATE PREFERENCES

Any application received after the closing date will be treated as a late application. These will not be processed until after the on-time applications. They will be processed in the same way as the on-time applications as detailed in paragraph 7 above, in close consultation with other admissions authorities.

9. UNPLACED CHILDREN

Any child who remains unplaced after their application has been processed, either because they have not been eligible to be offered a place at any of the schools requested or because they did not complete a form, will be offered a place at their catchment school, if places are still available. If there are no places available at their catchment school, they will be offered a place at the nearest school to their home address with places available. Distance from a preferred school to the home address will be measured the shortest walking distance using public roads and footpaths or straight line distance as required by the admission arrangements for the school. Distance will be measured by the SCC Admissions Team using a GIS system

10. OUTCOME OF APPLICATIONS

Parents of children living in the Southampton City Council relevant area will be notified of the outcome of their application by the Admissions Team on 1 March 2016. Southampton LA will make the offer of places at those schools (Community/VC) where it is the admission authority and will make the offer on behalf of the governing bodies of schools where it is not the admission authority and on behalf of other LAs when the school is outside the city. Email notifications will be sent to those parents who applied online unless the applicant requested a written decision. Parents who receive their notification on line will be able to accept the offer they receive online

Parents who do not receive their first preference offer will be sent a formal letter by post; letters will be accompanied by a reply slip that parents will need to complete to accept any place offered to them. The Admissions Team will notify other admission authorities and LAs of any places they have offered on their behalf that have been refused so that other offers can be made if necessary. Parents will be offered the right of appeal against a refusal of a place as laid down in the School Standards and Framework Act 1998, as amended by the Education Act 2002, and supporting regulations.

11. DATA TO SCHOOLS

Data will be provided to schools regularly from November 2015 through to July 2016. Although the Admissions Team will already know the names of 1st preference applicants it cannot be assumed that these are the children who will be offered places after the oversubscription criteria have been applied. It is possible that an applicant who has named the school as 1st preference may have lower priority under the oversubscription criteria than children who have expressed a 2nd

or 3rd preference for a school. The Admissions Team will work closely with schools to ensure that they have as much data on potential numbers of year 7 starters as soon as possible. From 1 March 2016, schools will receive student data electronically showing who has been allocated places at their schools. From March 2016, secondary schools will receive transfer files from the primary/junior schools their children are coming from.

12. SUMMARY

This proposed scheme encompasses all the elements of the co-ordinated admissions scheme outlined in the law. A timetable showing how the process would work for the September 2016 intake is attached at the annexe.

CO-ORDINATED SECONDARY SCHOOLS ADMISSIONS SCHEME

TIMETABLE 2016/17

DATE	ACTIVITY
June 2015	Admissions Team obtains details of Year 5 pupils in city primary/junior schools and advises other LAs of any children who currently attend a SCC school but live in the other LA's area. Other LAs do the same for their children.
Early September 2015	Application details sent to parents living in the city area.
7 September 2015	Online application window opens.
31 October 2015	Closing date for applications; online window closes.
27 November 2015	Admissions Team sends relevant details of all applications for own admission authority schools/other LAs to these admission authorities.
8 January 2016	Own admission authority schools /other LAs advise Admissions Team of outcome of ranking applications.
January 2016	Admissions Team to add VA schools/other LA results to processing of Community applications to determine offers.
By end of January 2016	Details of late applications sent to VA/other LA schools.
By mid - February 2016	VA schools/other LAs advise Admissions Team of result of late preference applications. Unplaced children to be allocated to their catchment if there is one and it has vacancies otherwise to the nearest school that has a vacancy and is prepared to offer a place
1 March 2016	SCC parents advised by email, and some by letter, from the Admissions Team of the result of their application.

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the ongoing development of the City, fail to meet the objectives set out in the Local Transport Plan (LTP3), or deliver any noticeable improvement in the basic highway infrastructure.

DETAIL (Including consultation carried out)

6. The Environment and Transport Capital Programme for 2014/15 included the delivery of a number of high profile highway infrastructure schemes such as:
7.
 - Completion of Platform Road project (P4P)
 - Central Bridge major maintenance scheme completed. (B2P)
 - Completion of Station Quarter North Phase 1 Public Realm Scheme
 - Implementation of Church Road cycle way and a key part of The eastern cycle corridor
 - Completion of substantial surface treatment works to The Avenue & Thomas Lewis Way
 - A total of 11 miles of road surfacing improvements
 - Additional internal investment of £1.3m delivering an additional 7 roads
 - Awarded an additional DfT investment of £221k for ‘Severe weather funding’
 - Awarded an additional DfT investment of £233k for ‘Pothole funding’
 - LSTF delivery of year 3 programme
8. The Council is continuing to invest in the highway and Public Realm Infrastructure of the City to help offset the continuing deterioration of the City’s roads and footways.
9. The Local Transport Plan (LTP3) and Transport Asset Management Plan (TAMP) provide the transportation policies and methodology for prioritisation of highways spend.
10. In 2014, consultation was carried out with the public to understand their priorities for road maintenance spend. This information has been referenced to the condition data to ensure that the TAMP priorities take into account both technical need and community aspirations. The resulting programme for 2015/16 is fully in line with the TAMP methodology.
11. The Council is aware of the increasing number of unclassified roads that are in need of imminent attention (condition Red). Currently around 50% of the unclassified network is in this condition. The majority of the unclassified road network comprises residential roads.
12. To reduce the number of unclassified roads in condition Red and at the same time prevent other deteriorating roads from reaching this condition, a minimum 50 % of the available unclassified roads budget has been assigned to treat roads in condition Red.
13. 10% of the unclassified roads budget has been assigned to repair concrete roads in the City. These roads generally have poor ‘ride quality’ and are often unsightly. The approach will be to inspect those that have been identified through condition surveys and the Council’s asset management processes and treat the surfacing and joints to prolong asset life. This allocation will aide with reducing the problem across the City and prevent further issues on ‘ride quality’ and noise generated by traffic use.
14. It is the Executives intention, subject to Council recommendations in future years, to provide a commitment regarding resurfacing of residential roads for

a period of three years. This will enable residents to have confidence that their roads have been identified and are in the indicative forward works programme. There is a high degree of certainty that the named roads will be surfaced subject to the appropriate approvals. The indicative forward programmes for 2016/17 and 2017/18 are shown in Appendix 6.

15. Individual consultation will be undertaken on each project using the agreed consultation strategy prior to construction.
16. The overall programme proposed for 2015/16 totals £16,074,000
17. Appendix 1 shows how the programme is funded.
18. Appendix 2 shows the Block Headings and the proposed spend by scheme, showing where approvals to spend are sought.
19. Appendix 3 shows scheme descriptions and individual projects to be approved as part of this report.
20. Appendix 4 shows the details of the capital variations to the programme. These are explained in the following paragraphs.
21. A sum of £30,000 is to be added to Highways Drainage, £40,000 to Road Restraint Systems and £80,000 to the Highways Risk Fund all within Highways to fund road restraint and drainage improvements as well as any unforeseen capital costs arising from the Highways Service Partnership. Funding for this will be from Essential Highways Minor Works project (£150,000).
22. A sum of £781,000 is to be added to Cycling Improvements project within the Cycling Improvements scheme and will go towards delivering specific improvements to a number of the strategic cycle routes. Funding for this will be from Cycle Parking (£29,000), Cycling Network Improvements (£31,000), Lovers Walk Design (£15,000), LSTF Eastern Cycle Route (£460,000), Threffield Lane cycle link (£39,000), Thomas Lewis Way Cycle Facilities (£71,000), Major Cycle Route Signage (£30,000) and Second Avenue Millbrook cycle scheme (£106,000) all within the Cycling Improvement scheme.
23. A sum of £209,000 is to be added to the Bus Corridor Minor Works project within the Public Transport Scheme, and will go towards delivering improvements along key bus corridors within the City. Funding for this will be from Legible Bus network project (£137,000) and Bus Punctuality Task Force (£72,000) both within the Public Transport Scheme.
24. The very strong link between the level of highway maintenance investment and overall road condition means that this report provides the opportunity to review the intervention levels for road maintenance defects. It is good practice for the Council to review these intervention levels each year and these are attached at Appendix 5. It is not proposed to amend these intervention levels which are a cornerstone of the Highways Service Partnership with Balfour Beatty Living Places.
25. The Environment and Transport Portfolio Capital Board has an overarching responsibility for the delivery of the Environment and Transport Capital Programme whilst individual Boards manage the interface for delivery with the partner contractors, review progress and performance and reports exceptions.

26. All Projects in the programme are managed through the corporate Project Management System, “PM Connect” which facilitates the financial and timely delivery of individual projects within the overall programme. All projects will have an approved Project Initiation Document including authority to deliver, prior to commencement of any works.

RESOURCE IMPLICATIONS

Capital/Revenue

27. The Capital Programme for Environment and Transport Portfolio in 2015/16 will be £16,074,000
28. This capital expenditure can be fully funded as detailed in Appendix 1.
29. Some of this expenditure has been previously approved as indicated by the ‘status of approval’ column in Appendix 2.
30. This report seeks Cabinet approval to spend for capital expenditure of £9,740,000 in 2015/16, in accordance with Financial Procedure Rules and as detailed in Appendix 3.
31. The indicative unclassified roads programmes for 2016/17 and 2017/18 are included in Appendix 6. These programmes assume that the resources available will be at a similar level to 2015/16. However, the funding levels will need to be determined as part of the annual budget process and will be the subject of recommendations to Council in February 2016 and 2017 respectively.
32. Subject to no increase in maintenance levels, the ongoing revenue consequences of these schemes can be accommodated within existing budgets.

Property/Other

33. There are no property implications as a result of this report.

LEGAL IMPLICATIONS

Statutory power to undertake proposals in the report:

34. Each Capital scheme will be delivered in accordance with a variety of Highways and Environmental legislation, including but not limited to:- the Highways Act 1980, Road Traffic Regulation Act 1994, Traffic Management Act 2004, and s.1 Localism Act 2011.

Other Legal Implications:

35. Procurement of Schemes will be carried out in accordance with the Council’s procurement strategy, existing and newly procured partnership contracts and in accordance with National and European procurement legislation and directives. Design and implementation of schemes will take into account the provisions of s.17 Crime and Disorder Act 1998 and the impact of schemes on individuals and communities will be assessed against Human Rights Act 1998 and Equalities legislation provisions.

POLICY FRAMEWORK IMPLICATIONS

36. The Capital Programme is compatible with the objectives of the Community Strategy.
37. The City Council is a Local Transport Authority as laid down in the Transport Act 2000 and the Council’s relevant Policy Framework is the City of Southampton Local

Transport Plan (LTP3).

38. The importance of the condition of the highway network in terms of defects, as well as its ability to assist in providing high quality transport for all modes, cannot be understated in terms of providing an indication of the health and vitality of the City. Increased investment by the Council can only signal to businesses and residents that Southampton is a location to invest and commit to. Getting this message clearly across to key stakeholders in the City will be a priority once the programme is approved.

KEY DECISION? Yes

WARDS/COMMUNITIES AFFECTED: All

SUPPORTING DOCUMENTATION

Appendices

1. Environment & Transport Capital Programme – Sources of Funding 2015/16
2. Environment & Transport Capital Programme – Approval to spend 2015/16
3. Environment & Transport Capital Programme – Description of Schemes 2015/16
4. Environment & Transport Capital Programme - Variations to the Capital Programme 2015/16
5. Highways intervention levels for defects
6. Indicative Roads Programme for 2016-17 and 2017-18

Documents In Members' Rooms

1. The City of Southampton Local Transport Plan (LTP3)
2. The City of Southampton Transport Asset Management Plan (full document)

Equality Impact Assessment

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

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 11

Appendix 1

Environment & Transport Capital Programme
Sources of Funding 2015/16

Appendix 1

FUNDING STREAM	APPROVAL TO SPEND SOUGHT - CAPITAL FUNDING 2015/16	PREVIOUS APPROVAL TO SPEND CAPITAL FUNDING 2015/16	CAPITAL EXPENDITURE APPROVAL NOT SOUGHT 2015/16	TOTAL CAPITAL FUNDING 2015/16
	£000	£000	£000	£000
LTP Government Grants	4,332	1,381	187	5,900
Council Resources	2,600	0	0	2,600
Council Borrowing	0	21	0	21
S106 Contributions	378	127	0	505
Contributions	30	0	0	30
Government Grants	0	4,185	0	4,185
Highways Borrowing	1,900	23	0	1,923
Revenue	500	410	0	910
Total Funding 2015/16	9,740	6,147	187	16,074

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Agenda Item 11

Appendix 2

ENVIRONMENT AND TRANSPORT CAPITAL PROGRAMME SCHEMES APPROVAL TO SPEND 2015/16

Appendix 2

BLOCK	SCHEMES HEADING	CAPITAL EXPENDITURE 2015/16 £000	APPROVAL TO SPEND SOUGHT IN THIS REPORT £000	APPROVAL TO SPEND NOT YET SOUGHT £000	STATUS OF APPROVAL A/ U
Active Travel	Cycling Improvements	1,231	1,231	0	U
	Active Travel Total	1,231	1,231	0	
<i>(schemes that promote walking and cycling as active modes of travel)</i>					
Improved Safety	Improved Safety	265	265	0	U
	Improved Safety Total	265	265	0	
<i>(schemes designed to specifically reduce road traffic accidents and improve road safety)</i>					
Public Transport	Public Transport	580	393	187	U
	Public Transport Total	580	393	187	
<i>(schemes and initiatives to promote public transport usage)</i>					
Parking	Mscp 10 Yr Maint. Programme	86	0	0	A
	Parking Total	86	0	0	
<i>(schemes to improve the Councils multi storey car parks and ensure they are fit for purpose)</i>					
Travel Planning	Sustainable Travel	153	75	0	A/U
	Travel Planning Total	153	75	0	
<i>(schemes to influence travel behaviour)</i>					
Accessibility	Accessibility	276	200	0	A/U
	Accessibility Total	276	200	0	
<i>(schemes designed to improve access to services around the City)</i>					
Highways Other	Other Highways	202	202	0	U
	Highways Other Total	202	202	0	
<i>(schemes to improve the highway that do not easily fall into other categories)</i>					
Bridges	Bridges Maintenance	154	154	0	U
	Bridges to Prosperity	672	0	0	A
	Bridges Total	826	154	0	
<i>(schemes to inspect, maintain and improve the Councils 200+ structures)</i>					
Street Furniture	Street Furniture	10	10	0	U
	Street Furniture Total	10	10	0	
<i>(schemes to replace and or enhance street name plates and barriers)</i>					
Roads	Classified Roads	2,033	2,000	0	A/U
	Unclassified Roads	2,622	2,500	0	A/U
	Principal Roads	1,956	1,800	0	A/U
	Highways Maintenance Risk Fund	80	80	0	U
	Roads Total	6,691	6,380	0	
<i>(schemes to improve the network and infrastructure of the highway)</i>					
Network Management	Congestion Reduction	1,001	827	0	A/U
	Network Management Total	1,001	827	0	
<i>(schemes designed to keep the city moving)</i>					
Public Realm	Platform for Prosperity	217	0	0	A
	North Of Station	4,435	0	0	A
	Public Realm Total	4,652	0	0	
<i>(schemes to improve the environment and street scene of the city)</i>					
Environment & Sustainability	Planning	3	3	0	U
	Invest To Save - Building Control	48	0	0	A
	Environment & Sustainability Total	51	3	0	
<i>(initiatives to modernise planning)</i>					
General Environment	Itchen Bridge Toll Automation Project	50	0	0	A
	General Environment Total	50	0	0	
<i>(major environment projects)</i>					
TOTAL		16,074	9,740	187	

Key:

U - Unapproved - at present this scheme has not been approved to spend
A - Approved - previously approved capital expenditure

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SCHEME HEADING	PROJECT HEADING		DESCRIPTION OF SCHEME	ESTIMATE TOTAL 2015/16 £000	EXPENDITURE APPROVAL 2015/16 £000
Cycling Improvements	Cycling		Following a detailed review of the city cycle network infrastructure and cycle strategy update, specific improvements to a number of the strategic cycle routes will be developed, with a clear implementation strategy and specific improvements implemented. Citywide cycle strategy Western strategic cycle route development Eastern strategic cycle route development Northern strategic cycle route development Cycle parking at key locations.	1,231	1,231
Active Travel Total				1,231	1,231
Improved Safety	Improved Safety - Engineering 2015/16	⇒	To support the reduction in personal injury accidents on the cities road network through a mix of physical infrastructure improvements. Improvements identified at the priority sites as identified through the analysis of Personal Injury Accident Data and subsequent feasibility design work.	265	265
	Road Safety Partnership	⇒	Support the education and enforcement activities delivered through the Road Safety Partnership.	265	265
Improved Safety Total				265	265

ENVIRONMENT AND TRANSPORT CAPITAL PROGRAMME
DESCRIPTION OF SCHEMES 2015/16

Appendix 3

SCHEME HEADING	PROJECT HEADING		DESCRIPTION OF SCHEME	ESTIMATE TOTAL 2015/16 £000	EXPENDITURE APPROVAL 2015/16 £000
Public Transport	Traveline (PTI 2005)	⇒	Development of Traveline Support information services	580	393
	Bus Corridor Minor Works	⇒	Bus corridor improvements as prioritised through the Bus Punctuality Task Force including the Portswood and Shirley		
	Public Transport	⇒	Project slipped from 2014/15 which will be resubmitted at a later date.		
Public Transport Total				580	393
Mscp 10 Yr Maint. Programme	Emergency Repairs to MSCPs	⇒	Repairs to Multi Storey Car Parks	86	0
Parking Total				86	0
Sustainable Travel	Workplace Travel Plan Measures	⇒	Delivery of interventions to support and encourage workplace travel plans.	153	75
	School Travel Plan Measures	⇒	Delivery of interventions to improve safety in vicinity of schools and promote sustainable travel.		
	Travel to School	⇒			
Travel Planning Total				153	75

SCHEME HEADING	PROJECT HEADING	DESCRIPTION OF SCHEME	ESTIMATE TOTAL 2015/16 £000	EXPENDITURE APPROVAL 2015/16 £000
Accessibility	Station Boulevard	⇒ Detailed design work to improve access between Southampton Station and the City Centre via an enhanced pedestrian and cycle route and public realm between Western Esplanade to Harbour Parade.		
	Kingsbridge Lane Public Real Enhancements	⇒ Concept design work to improve access between Southampton Station and the city centre along Kingsbridge Lane.		
	Athelston Road	⇒ Traffic management measures to address HGV impact on residential areas		
	Estate Regeneration	⇒ To support SCC housing in improvements to public realm		
Accessibility Total			276	200
Other Highways	Essential Highways Minor Works	⇒ To allow the delivery of low cost minor works improvements.	52	52
	Highways Drainage	⇒ These works will be to resolve areas identified as having drainage problems either through highway inspection or via the Surface Water Management Plan report.	110	110
Other Highways			162	162
Highways Other Total				
Bridges Maintenance	Other Bridge Works	⇒ Measures to inspect, maintain and improve the Councils 200+ structures	154	154
Bridges to Prosperity	B2P - Western Approach Rail Bridge B2P - Northam Road Bridge B2P - Western Approach Flyovers B2P - Vicarage Bridge	} Bridges to Prosperity Projects completed in 2014/15 except retention payments, completion of Northam Bridge and replacement of bearings to Vicarage Bridge - all programmes for 2015/16.		
Bridges Total			672	0
			826	154

SCHEME HEADING	PROJECT HEADING	DESCRIPTION OF SCHEME	ESTIMATE TOTAL 2015/16 £000	EXPENDITURE APPROVAL 2015/16 £000
Street Furniture	Street Nameplates	Projects to replace and or enhance street name plates, react to Grit Bin requests and improvements to the networks vehicle restraint systems	10	10
Street Furniture Total			10	10
Principal Roads	Northam Road (Part 1) (Railway Bridge Area) St Andrews Road (Targeted Structural Patching (Inbound & Outbound)) Winchester Road (Anglesea Rd to Grange Rd) Burgess Road (Approach to Bassett Ave / The Avenue) Thornhill Park Road (Bitterne Rd to o/s 57 Thornhill Park Rd) Bitterne Road East (Mon Crescent to Upper Deacon Rd) Central Station (Full extent) Commercial Road (Four Post Hill to Blechynden Terrace) Four Posts Hill R'o'B (Full extent)	The road programme continues to reflect the need to maintain the structural integrity of the City wide highway network. The programme has been designed in line with the Transport Asset Management Plan (TAMP) principles.		

SCHEME HEADING	PROJECT HEADING	DESCRIPTION OF SCHEME	ESTIMATE TOTAL 2015/16 £000	EXPENDITURE APPROVAL 2015/16 £000
Classified Roads	Highfield Avenue (Furzedown Rd to The Avenue) Bitterne Road East (Maybray King Way to o/s 509 Bitterne Rd East) Mountbatten Way (Inbound) Mountbatten Way (Outbound) Millbrook Rd West / Mountbatten Way Waterproofing project - To improve surface integrity from the damaging effects of water ingress. A cost effective method to prolong the life of a road surface	The road programme continues to reflect the need to maintain the structural integrity of the City wide highway network. The programme has been designed in line with the Transport Asset Management Plan (TAMP) principles.	1,956	1,800
	Weston Lane (Archery Rd R'o'B to Weston Parade) Upper Brownhill Road (S/o 94 Porlock Rd to Turning head) Upper Brownhill Road (52/53 Lower Brownhill Rd to r/o 1-5 Orion Close) Weston Lane (Weston Ln cul-de-sac to Archery Rd R'o'B) Weston Lane (Scott Rd to Wallace Rd) Brownhill Way (Nr Frogmore Ln to City Boundary) Peartree Avenue (Junction Sholing Road) Peartree Avenue (O/s Peartree Church) Townhill Way (Mousehole Ln R'o'B to Meggeson Butts Road (Orpen Rd to Butts Crescent) New Road / Palmerston Road (East Park Terrace/ New Rd/ Palmerston Rd Jct) High Road/ Stoneham Way (High Rd to Thomas Lewis Way Jct) High Road (O/s 30 to Burgess Rd Jct) Chapel Road (Elm Street to train crossing)		2,033	2,000

SCHEME HEADING	PROJECT HEADING	DESCRIPTION OF SCHEME	ESTIMATE TOTAL 2015/16 £000	EXPENDITURE APPROVAL 2015/16 £000
Unclassified Roads	<p>Tremona Road (Part) (Tremona Close to Warren Avenue) Outer Circle Part 1 (Holly Oak Road to Aldermoor Avenue) Cemetery Road (Part1) (Full extent) Wilton Gardens (Full extent) Paignton Road (Full extent) Bond Road (Part 1) (St Catherines Road to Manor Farm Rd) Bond Road (Part 2) (St Catherines Road to Dimond Hill) Rossington Way (Full extent) St Annes Road (Obelisk Road to Portsmouth Rd) Evenlode Road (Jctn Windrush Rd to o/s 18 Evenlode Rd) Studland Road (Full extent) William Street (Full extent) Ivanhoe Road (Full extent) Bond Street (Millbank Street to Lower William Street) Foxcott Close (Full extent) Lower William Street (Full extent) Porlock Road Part 1 (94 Porlock rd to turning head) Cemetery Road (Part2) (Full extent) Avon Road (Full extent) Douglas Crescent (Full extent) Crookham Road (Kingsclere Avenue to Sparsholt Rd) Middle Street (Full extent) Porlock Road Part 2 (Kendal Avenue to r/o 65 Porlock Rd) Wilton Crescent (Full extent) Canford Close (Full extent) Borrowdale Road (Full extent) High View Way (Full extent) Peterborough Road (o/s 64 to No through Road) Rosyth Road (Full extent) Charles Knott Gardens (Full extent)</p>	<p>The road programme continues to reflect the need to maintain the structural integrity of the City wide highway network. The programme has been designed in line with the Transport Asset Management Plan (TAMP) principles. There is also additional investment in footways across the city in response to public demand to improve their condition, assist less mobile pedestrians and improve safety.</p>		

SCHEME HEADING	PROJECT HEADING		DESCRIPTION OF SCHEME	ESTIMATE TOTAL 2015/16 £000	EXPENDITURE APPROVAL 2015/16 £000
	Pedestrian Enhancements	⇒	A package of measures to reduce potential slips and trips across the network		
	Decent Neighbourhoods	⇒	A package of measures to reduce potential slips and trips across the network		
				2,622	2,500
Highways Maintenance Risk Fund	Highways Maintenance Risk Fund	⇒	Funding for unforeseen capital costs arising from the Highways Service Partnership.	80	80
Other Highways	Road Restraint Systems	⇒	To allow the delivery of low cost minor works improvements.	40	40
Roads Total				6,731	6,420

SCHEME HEADING	PROJECT HEADING	DESCRIPTION OF SCHEME	ESTIMATE TOTAL 2015/16 £000	EXPENDITURE APPROVAL 2015/16 £000
Congestion Reduction	LTP Monitoring	⇒ Traffic data monitoring across the city.		
	Micro Simulation	⇒ Traffic model of the city centre – maintenance and development.		
	Network Capacity Improvements	⇒ Package of measures to support congestion reduction and management.		
	Redbridge Roundabout Junction Improvements	⇒ Match funding support of the Redbridge Roundabout capacity improvements being delivered by Highways Agency.		
	Urban Freight Strategy - Delivery Service Plans	⇒ Delivery of Urban Freight Strategy as part of the LSTF 2015/16 programme.		
	ITS	⇒ Enhancements to the ITS network across the city as identified in the ITS strategy.		
	Motor Cycle Parking	⇒ Deliver increased and improved motorcycle parking in the city.		
	Real Time Information Upgrade Phase 3	⇒ RTI screen enhancements at bus interchanges.		
Network Management Total			1,001	827
			1,001	827
Platform for Prosperity	Management	} Delivery of highway capacity and public realm improvements along the Platform Road/ Town Quay corridor.		
	Platform for Prosperity			
	Platform Road Town Quay Design			
	Platform Road Construction			
			217	0
North Of Station	North of Central Station Phase 2	⇒ Delivery of public realm and accessibility improvements at Southampton Central Station northside.		
Public Realm Total			4,435	0
			4,652	0

ENVIRONMENT AND TRANSPORT CAPITAL PROGRAMME
DESCRIPTION OF SCHEMES 2015/16

Appendix 3

SCHEME HEADING	PROJECT HEADING		DESCRIPTION OF SCHEME	ESTIMATE TOTAL 2015/16 £000	EXPENDITURE APPROVAL 2015/16 £000
Planning	Itchen Masterplan	⇒	Continuation of masterplan development	3	3
Invest To Save - Building Control	Mobile Working	⇒	Development of efficiency project	48	0
Environment & Sustainability Total				51	3
Itchen Bridge Toll Automation Project	Itchen Bridge Toll Automation Delivery Supervision	⇒	Project to deliver further efficiencies on the bridge.	50	0
General Environment Total				50	0
				16,074	9,740

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Agenda Item 11

Appendix 4

**VARIATIONS TO THE ENVIRONMENT AND TRANSPORT
CAPITAL PROGRAMME 2015/16**

Appendix 4

Block	Project No	Project Description	2015/16	2015/16	2015/16
			LTP Govt Grants £000	External Contributions £ S 106 £000	Total Funding 2015/16 £000
Variations to the Capital Programme					
Roads	C719B	Essential Highways Minor Works	-150		-150
					-150
Roads	C820A	Highways Drainage	30		30
	C840A	Road Restraint Systems	40		40
	C920A	Highways Maintenance Risk Fund	80		80
			0	0	150
Net Capital Variations - Roads					0
Memo: Following capital variation & addition this revises the capital schemes as below					
Roads	C719B	Essential Highways Minor Works	52		52
Roads	C820A	Highways Drainage	110		110
Roads	C840A	Road Restraint Systems	40		40
Roads	C920A	Highways Maintenance Risk Fund	80		80
Variations to the Capital Programme					
Cycling Improvements	C713D	Cycling - Cycle Parking	-29		-29
	C713S	Cycling - Network Improvements		-31	-31
	C713U	Lovers Walk Design	-15		-15
	C713Y	LSTF - Eastern Cycle Route	-356	-104	-460
	C713Z	Threefield Lane Cycle Link	-39		-39
	C723A	Thomas Lewis Way Cycle Facilities	-71		-71
	C723B	Major Cycle Route Signage		-30	-30
	C723E	Second Avenue Millbrook Cycle Scheme		-106	-106
					-781
Cycling Improvements	C7131	Cycling	510	271	781
			0	0	781
Net Capital Variations - Active Travel					0
Memo: Following capital variation & addition this revises the capital schemes as below					
Cycling Improvements	C713D	Cycling - Cycle Parking	0	0	0
	C713S	Cycling - Network Improvements	0	0	0
	C713U	Lovers Walk Design	0	0	0
	C713Y	LSTF - Eastern Cycle Route	0	0	0
	C713Z	Threefield Lane Cycle Link	0	0	0
	C723A	Thomas Lewis Way Cycle Facilities	0	0	0
	C723B	Major Cycle Route Signage	0	0	0
	C723E	Second Avenue Millbrook Cycle Scheme	0	0	0
	C7131	Cycling	960	271	1,231
Variations to the Capital Programme					
Public Transport	C724A	Legible Bus Network (S106)		-137	-137
	C714Z	Bus Punctuality Task Force	-72		-72
					-209
Public Transport	C724D	Bus Corridor Minor Works	72	137	209
			0	0	209
Net Capital Variations - Public Transport					0
Memo: Following capital variation & addition this revises the capital schemes as below					
Public Transport	C724A	Legible Bus Network (S106)			0
	C714Z	Bus Punctuality Task Force			0
	C724D	Bus Corridor Minor Works	236	137	373
Total of all capital variations					1,140

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Current intervention levels for carriageway and footway defects

Type	Where	Dimensions	Make safe	Permanent repair
Carriageway and cycleways				
Cat 1	Everywhere	↑ 75mm	24hr	28 days
Cat 2	Everywhere	40 – 75mm	-	Up to 6 months (programme)
Footways and pedestrian areas				
Cat 1	Everywhere	↑ 40mm	24hr	28 days
Cat 2	Everywhere	20 – 40mm	-	Up to 6 months (programme)

The Provider regularly reviews the routine maintenance regime including Hazard Mitigation Periods, Permanent Repair Periods and definitions of Category 1 Defects and Category 2 defects in light of Good Industry Practice, Codes of Practice and other developments. The Provider proposes to the Employer changes to the same that better manage the Area Network and its integrity and minimise the risk of third party claims

SCC Current Safety Inspection Frequency

Feature	Category	Frequency
Roads	Classified	12 driven inspections per year 2 walked inspections per year
	Unclassified	2 walked inspections per year
Footways	City Centre and identified shopping centres	12 walked inspections per year 2 walked inspections per year
	All other footways	
Cycleway	Part of carriageway	As carriageway
	Part of footway	As footway
	Cycle trails	1 walked inspection per year

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Indicative Roads Programme for 2016-17 and 2017-18

2016-17 Indicative Principal Roads Programme

Road Name	Location	Ward
Bitterne Road West	Athelstan Road to Rampart Road	Bitterne Park
Bitterne Road East	Outside 509 to outside 693	Harefield
West Quay Road	Mayflower Roundabout to Southern Road	Bargate

2017-18 Indicative Principal Roads Programme

Road Name	Location	Ward
Winchester Road	Anglesea Road to Hill Lane Roundabout	Shirley
Winchester Road	Grange Road to Romsey Road	Shirley
Romsey Road/ Winchester Road Junction	50m approaches on 3 arms of the junction	Shirley
Western Esplanade	Civic Centre Hill to outside Toy R Us	Bargate

Indicative Roads Programme for 2016-17 and 2017-18

2016-17 Indicative Classified Roads Programme

Road Name	Location	Ward
Portswood Road	Grosvenor Road to outside Waggoners Arms Ph	Portswood
Bath Road	Bursledon Road to Bitterne Road East	Bitterne
Middle Road	South East Road to Station Road	Sholing
Stoneham Lane	Bassett Green Road to Channel Farm Road	Swaythling
Butts Road	Shooters Hill Close to outside Butts Crescent	Sholing
Mousehole Lane	Witts Hill to West End Road Roundabout	Harefield
Botley Road	Portsmouth Road to Bursledon Road	Sholing
Cobden Avenue	Midanbury Lane to outside 50 Cobden Avenue	Bitterne Park
Athelstan Road	Cross Road to outside 5 Athelstan Road	Peartree
Woodmill Lane	Oliver Road to approach to Thomas Lewis Way bridge	Swaythling

2017-18 Indicative Classified Roads Programme

Road Name	Location	Ward
Aldermoor Road	Across Junction Peach Road	Coxford
Aldermoor Road	Waltham Crescent to Lewis Silkin Way	Coxford
Spring Road (Part 1)	Edwina Close to Deacon Road	Peartree
Spring Road (Part 2)	Station Road to Rosoman Road	Peartree
Raymond Road	Hill Lane to Malmesbury Road Roundabout	Shirley
St James Road	Raymond Road to Upper Shirley Avenue	Shirley
St James Road	Winchester Road to Upper Shirley Avenue	Shirley
Hill Lane	Commercial Road to Archers Road	Freemantle

Appendix 6**Indicative Roads Programme for 2016-17 and 2017-18****2016-17 Indicative Unclassified Roads Programme**

Road Name	Ward
Glenfield Crescent	Harefield
Bramdean Road (Part)	Harefield
Summit Way	Harefield
Lydgate Road	Bitterne
Cunningham Crescent	Sholing
Heathfield Road	Sholing
Court Close	Harefield
Milbury Crescent	Harefield
Bitterne Service Road (Part)	Harefield
Brookwood Road	Redbridge
Braeside Crescent	Peartree
Drayton Close	Woolston
Durlston Road	Redbridge
Fullerton Close (Part)	Woolston
Longstock Close	Woolston

2017-18 Indicative Unclassified Roads Programme

Minstead Avenue	Harefield
Devonshire Road	Bargate
Yeovil Chase	Harefield
Sirdar Road	Portswood
Bassett Heath Avenue	Bassett
Trent Road	Bitterne Park
Campion Road	Bitterne
Sparsholt Road	Woolston
Blenheim Gardens	Swaythling
Seacombe Green	Redbridge
Shooters Hill Close	Sholing
Mead Crescent	Swaythling
Oliver Road	Swaythling
Caerleon Avenue	Bitterne
Burghclere Road	Woolston

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DECISION-MAKER: CABINET
SUBJECT: LOCAL SAFEGUARDING ADULTS BOARD –
GOVERNANCE ARRANGEMENTS
DATE OF DECISION: 17 MARCH 2015
REPORT OF: CABINET MEMBER FOR HEALTH AND ADULT SOCIAL
CARE

CONTACT DETAILS

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STATEMENT OF CONFIDENTIALITY

None

BRIEF SUMMARY

The Council is required to establish a Local Safeguarding Adults Board (LSAB) together with associated governance arrangements and to appoint a Chair by 1st April 2015 in accordance with the requirements of the Care Act 2014.

RECOMMENDATIONS:

- (i) To adopt the proposed Constitution of the Southampton LSAB attached at Appendix 1 of the report;
- (ii) To delegate authority to the Head of Legal and Democratic Services following consultation with the Local Safeguarding Adults Board, the Chief Executive and Cabinet Member for Health and Adult Social Care to make any minor amendments to the Constitution as and when necessary;
- (iii) To delegate authority to the Chief Executive following consultation with the Local Safeguarding Adults Board and Cabinet Member for Health and Adult Social Care to formally appoint an Independent Chair to the Board on an annual basis;
- (iv) To approve entering into a formal Pooled Fund Arrangement attached as a Members' Room Document to the report with Partners to support the functions of the Board as laid out in Section 43 of the Care Act 2014, noting that the Pooled Fund will total £104,000 of which the Local Authority's contribution will be £64,500; and
- (v) To delegate authority to the Director of People, following consultation with the lead Cabinet Member for Health and Adult Social Care and the Head of Legal and Democratic Services, to (a) agree the terms and conditions of the pooled fund agreement and (b) to carry out any ancillary actions needed to give effect to this recommendation.

REASONS FOR REPORT RECOMMENDATIONS

1. The Council has a statutory responsibility pursuant to the Care Act 2014 to establish a LSAB by 1st April 2015.

2. Although it is not a statutory requirement, the Council should consider appointing an Independent Chair to the LSAB who is not an employee or a member of an agency that is a member of the Board in accordance with the recommendation in the Care and Support Statutory Guidance issued under the Care Act 2014. The Chair has a critical role to lead collaboratively, give advice, support and encouragement but also to offer constructive challenge and hold main partner agencies to account and ensure that interfaces with other strategic functions are effective whilst also acting as a spokesperson for the Board.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

3. As there is a statutory responsibility to establishing a LSAB, no alternative options have been considered.
4. An Independent Chair can provide additional reassurance that the Board has independence from the Local Authority and other Partner Agencies. In accordance with the Statutory Guidance the Chair will be accountable to the Chief Executive of the Local Authority as the lead body responsible for establishing the LSAB but should be appointed by the Local Authority in the name of the LSAB having consulted all its Statutory Partners.

DETAIL (Including consultation carried out)

5. The Care Act 2014 requires the Local Authority to establish a Local Safeguarding Adults Board to be made up of members of the Local Authority which established it, a Clinical Commissioning Group the whole or part of whose area is in the Local Authority's area, the Chief Officer of Police for a Police area the whole or part of which is in the Local Authority's area and such persons, or persons of such description as may be specified in the regulations.
6. The membership of an LSAB may also include such other organisations and individuals as the establishing Local Authority considers appropriate having consulted its LSAB Partners from the Clinical Commissioning Group and Police.
7. The main objective of the Board is to assure itself that local safeguarding arrangements and partnerships act to help and protect adults at risk or experiencing neglect and/or abuse. The LSAB is a Multi-Agency Strategic Board that will coordinate the strategic development of Adult Safeguarding across Southampton and ensure the effectiveness of the work undertaken by Partner Agencies in the area.
8. The LSAB will also develop effective links with other related partnerships such as the Local Safeguarding Children Board, Safe City Partnership and Health and Wellbeing Board to maximise strong synergies between the work of many of these bodies particularly when looking at a broader family agenda to ensure impact on outcomes, minimise duplication as well as opportunities for efficiencies in taking work forward.
9. The proposed Constitution attached at Appendix 1 of the report has been drafted in order to be as inclusive as possible. Cabinet will note that the Cabinet Member for Health and Adult Social Care has a membership of the LSAB in an "observer" capacity; by adopting this approach it provides for a clear delineation of responsibilities between the City Council and the LSAB and no conflict of interest.

10. The LSAB will appoint Sub Groups of the Board which will carry out much of the day to day work of the Board. For completeness the proposed terms of reference for the Sub Groups are attached as a Members' Room Document to the report albeit it will be the responsibility of the LSAB to agree these and delegate such tasks as it feels appropriate.
11. As a matter of good practice and governance the LSAB will also have in place a Membership Handbook, Role Descriptions for the Independent Chair, Board Members and Sub Group Chairs and Members. These are attached again for completeness as a Members' Room Document to the report but it will be the responsibility of the LSAB to agree and adopt these.
12. Section 43, Schedule 2 of the Care Act 2014 ("the Act") allows a Partner to make payment towards expenditure incurred by or the purposes connected with a LSAB established under S43 of the Act. The payments can be made directly or by contributing to a fund out of which payments may be made. The Partners have opted to establish and maintain a Pooled Fund, as provided by the Act to support the work of the LSAB. The proposed Pooled Funding Agreement is attached as a Members' Room Document to the report.
13. Although the LSAB has existed in Southampton for a number of years it has not been on a statutory footing and there was no formal agreement to formalise the funding of the LSAB. This agreement will enable the legal pooling of Partner's contributions for expenditure incurred by the LSAB carrying out its key functions. The agreement will be for a term of 4 years and sets out mechanisms for the management of the Pooled Fund.
14. The LSAB appointed a Task and Finish Group whose membership included the current Independent Chair of the LSAB, the Local Authority, Clinical Commissioning Group and Police to ensure that the LSAB's proposed governance arrangements were compliant with the requirements of the Care Act 2014. In addition the LSAB held a Business Planning Event on 11th February 2015 which included those Members who had been appointed as Members of the Statutory Board as of 1st April 2015 and who would be able to:-
 - Speak for their organisation with authority;
 - Commit their organisation on policy and practice matters; and
 - Hold their organisations to account.

The Business Planning Event included a consultation process on all of the documents referred to and appended to this report which were endorsed and recommended for approval by the appropriate Agencies Governance Bodies.

RESOURCE IMPLICATIONS

Capital/Revenue

15. The Pooled Fund Agreement sets out Partners' financial contributions. It is a requirement that any Pooled Fund is formalised in writing. The proposed resource allocation is based on the Local Safeguarding Children's Board which has been on a statutory footing since 2006 and operating a Pooled Funding Arrangement since 2009. It is intended that this resource allocation will include the Independent Chair, staffing costs, conferences, publicity and Safeguarding Adults Reviews in accordance with S44 of the Care Act 2014. Decisions on annual funding will be discussed at Board meetings.

16. Any under spend incurred in any Financial Year shall be managed by the LSAB with the consent of the Partners except for any under spend which is incurred in the last Financial Year of the agreement, which shall be returned to the Partners in the percentages equal to their financial contributions. Any overspends will be met in the percentages equal to the Partners' Financial Contributions to the Pooled Fund. Any decision on the issue of overspend and underspend of the Pooled Fund will be made by the LSAB and the Board Partners.
17. The Pooled Fund is subject to national and local efficiency savings requirements, which enables both parties to make savings against it in future years. In the event of the City Council or any Partner terminating the agreement for financial reasons, any redundancies arising from the termination shall be met by the Council and the Partners in accordance with the percentages of their financial contributions to the Pooled Fund.
18. The Council's contribution will be met from resources that were made available when the 2015/16 budget was approved by Council on 11th February. Partners' proposed financial contributions are as follows:-

AGENCY	ESTIMATED FINANCIAL CONTRIBUTION 2015/2016 (£)	FINANCIAL CONTRIBUTION AS A PERCENTAGE OF THE TOTAL BUDGET (%)
Southampton City Council	64,500	62%
Southampton Clinical Commissioning Group	27,000	26%
Hampshire Constabulary	10,400	10%
National Probation Service	2,100	2%
TOTAL	£104,000	100%

Property/Other

19. None.

LEGAL IMPLICATIONS

Statutory power to undertake proposals in the report:

20. The Care Act 2014 requires the Council to establish a LSAB and provides for accountability of the Independent Chair to the Chief Executive of the Local Authority.
21. Section 43, Schedule 2 of the Care Act 2014 provides the authority to establish and maintain a Pooled Fund to support the work of the Southampton LSAB.

Other Legal Implications:

22. None.

POLICY FRAMEWORK IMPLICATIONS

23. The work of the LSAB links with on the Health and Wellbeing Strategy, the Local Safeguarding Children Board Business Plan and the Southampton Safe City Partnership Strategic Plan.

KEY DECISION No

WARDS/COMMUNITIES AFFECTED: All

SUPPORTING DOCUMENTATION

Appendices

1. Proposed Constitution

Documents In Members' Rooms

1. Proposed Pooled Funding Agreement
2. LSAB Sub Group Terms of Reference
3. Membership Handbook and Role Descriptions

Equality Impact Assessment

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

Other Background Documents

Equality Impact Assessment and Other Background documents available for inspection at: Democratic Services, Civic Centre, Southampton.

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. Care Act 2014	
2. Care and Support Statutory Guidance	

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CONSTITUTION

SOUTHAMPTON LOCAL SAFEGUARDING ADULTS BOARD

1 **AIM**

- 1.1 To ensure the effective co-ordination of services to safeguard and promote the welfare of adults in accordance with the Care Act 2014 and Care and Support Statutory Guidance 2014.
- 1.2 The Southampton Local Safeguarding Adults Board ['SLSAB'] aims to achieve its objectives whilst supporting individuals in maintaining control over their lives and in making informed choices without coercion. In achieving this, the following 6 key principles must be followed:-
- Empowerment:
Presumption of person led decisions and informed consent.
 - Prevention:
It is better to take action before harm occurs.
 - Proportionality:
The least intrusive response appropriate to the risk presented
 - Protection:
Support and representation for those in greatest need.
 - Partnership:
Local Solutions through services working with communities
 - Accountability:
Accountability and transparency in delivering safeguarding

2 **OBJECTIVES**

- 2.1 The Board's objective is to ensure that local safeguarding arrangements and partnerships act to help and protect adults at risk or experiencing neglect and/or abuse. The LSAB is a multi-agency strategic Board that will coordinate the strategic development of Adult Safeguarding across Southampton and ensure the effectiveness of the work undertaken by Partner Agencies in the area.
- 2.2 The Board will receive and scrutinise regular quality-assurance reports by individual agencies to identify good practice and highlight any shortcomings within agencies. If shortcomings are identified the Board and the agency in question will agree a remedial action plan. The implementation and resulting impact of the action plan will be reviewed by the Board.

- 2.3 If a Board partner is found not to be performing effectively in safeguarding and promoting the welfare of adults, and the Board is not convinced of the adequacy of the planned action to improve practice, the Board Chair, in consultation with the Director of Adult Social Services ['DASS'], will explain these concerns to those individuals and organisations concerned, and seek to provide support and ensure adequate action is taken to improve practice.
- 2.4 Whilst Southampton LSAB has a role in coordinating and ensuring the effectiveness of work being done by local individuals and organisations in relation to safeguarding and promoting the welfare of adults, it is not accountable for their operational work. All organisations in accordance with the Care Act 2014 will be required to have in place a Designated Adult Safeguarding Manager who will be required to provide information to the Board. Each Board Partner has their own existing lines of accountability for safeguarding and promoting the welfare of adults by their services. The Board does not have the power to direct other organisations.

3. **FUNCTIONS**

- 3.1 The core duties of the Board are set out in Chapter 14 of the Care Act Statutory Guidance, issued under S78 of the Care Act 2014 which requires the Board to:-
1. Publish a Strategic Plan for each financial year detailing how it will meet its main objective and what Members will do to achieve this;
 2. Publish an Annual Report detailing what the Board has done during the year to achieve its objectives and implement its Strategic Plan and what Members have done to implement the Strategy.
 3. Conduct any Safeguarding Adults Review in accordance with S44 of the Care Act 2014.

- 3.2 In order to fulfil its core duties the Board will develop policies and procedures for Safeguarding Adults in their area or where agreed by the Board adopt existing Pan Hampshire Policies and Procedures in relation to:-
- a. The role, responsibility, authority and accountability with regard to the action each agency and professional group should take to ensure the protection of adults.
 - b. establish ways of analysing and interrogating data on safeguarding notifications and completed enquiries which increases the LSABs understanding of prevalence of abuse and neglect locally that builds up a picture over time;
 - c. establish how it will hold partners to account and gain assurance of the effectiveness of its arrangements;
 - d. determine its arrangements for peer review and self-audit;
 - e. establish mechanisms for developing policies and strategies for protecting adults which should be formulated, not only in collaboration and consultation with all relevant agencies but also take account of the views of adults who have needs for care and support, their families, advocates and carer representatives;
 - f. develop preventative strategies that aim to reduce instances of abuse and neglect in its area;
 - g. identify types of circumstances giving grounds for concern and when they should be considered as a referral to the local authority as an enquiry, including referral pathways and thresholds for intervention;
 - h. formulate guidance about the arrangements for managing adult safeguarding, and dealing with complaints, grievances and professional and administrative malpractice in relation to safeguarding adults;
 - i. develop strategies to deal with the impact of issues of race, ethnicity, religion, gender and gender orientation, sexual orientation, age, disadvantage and disability on abuse and neglect;
 - j. balance the requirements of confidentiality with the consideration that, to protect adults, it may be necessary to share information on a 'need-to-know basis';
 - k. identify mechanisms for monitoring and reviewing the implementation and impact of policy and training;
 - l. carry out safeguarding adult reviews and advise the local authority and Board Partners on lessons to be learned;
 - m. produce a Strategic Plan and an Annual Report;
 - n. evidence how Board members have challenged one another and held other Boards to account; and,
 - o. the Board will engage in any other activity that facilitates or is conducive to, the achievement of its objectives.
- 3.3 The LSAB will:-
- Maintain a local learning and review framework which is shared across local organisations who work with adults.
 - Monitor and evaluate the effectiveness of multi-agency safeguarding training, for all professionals in the area.
 - Agree with the Local Authority and its Partners the levels for the different types of assessment and services to be commissioned and delivered.
- 3.4 In all activities the LSAB will take account of the need to promote the equality of opportunity and to meet the diverse needs of adults.

4 **RELATIONSHIP WITH OTHERS**

4.1 The LSAB will work and develop working protocols with:-

- The Quality Surveillance Group
- The Health & Wellbeing Board
- The Safeguarding Children Board
- The Safe City Partnership
- Domestic Violence Strategy Group
- Coroner's Office
- Office of the Public Guardian
- Crown Prosecution Service

4.2 It will play a strong role in supporting information sharing between and within organisations and addressing any barriers to information sharing, ensuring that a culture of information sharing is developed and supported as necessary by multi-agency training.

5. **LSAB CHAIR & ACCOUNTABILITY**

5.1 The Care Act 2014 requires the City Council as a Local Authority to establish a LSAB. The LSAB is independent of the Council. In order to provide effective scrutiny it will not be subordinate to, nor subsumed within other local structures.

5.2 The LSAB will have an Independent Chair to hold all agencies to account.

5.3 It is the responsibility of the Chief Executive (Head of Paid Service) to appoint or remove the LSAB Chair with the agreement of a panel including LSAB partners. The Chief Executive drawing on other LSAB partners and, where appropriate, the Lead Member will hold the Chair to account for the effective working of the LSAB.

5.4 The LSAB Chair should work closely with all LSAB partners and particularly with the Director of Adult Social Care. The Director of Adult Social Services has the responsibility within the local authority, in accordance with the Children Act 2004 which makes an amendment to Section 6 of the Local Authority Social Services Act 1970 ("the 1970 Act"). This amendment requires a Local Authority with Social Services responsibility in England to appoint an officer as the Director of Adult Social Services, once a Local Authority exercises its power to appoint a Director of Children Services.

5.5 The Board must publish a Strategic Plan for each financial year, this plan should address both short and longer term actions and must set out how it will help adults in its area and what action each member of the Board will take to deliver the plan and protect better. When preparing the plan the Board must consult the local Healthwatch and involve the community.

5.6 The Board must publish an annual report on its activities including an assessment of the effectiveness of local safeguarding arrangements and the challenges for the next year to relevant Statutory Bodies. The annual report must also provide information about any Safeguarding Adults Reviews (SAR's) and how the Board is monitoring progress against its policies and intention to deliver its Strategic Plan. The annual report should be published in relation to the preceding financial year and should fit with local agencies' planning, commissioning and budget cycles. The report must be submitted to the following:-

- Chief Executive and Leader of the Council;
- The Local Police and Crime Commissioner and Chief Constable;
- The Chair of the Health and Wellbeing Board; and
- The local Healthwatch

6. THE ACTIVITIES OF THE BOARD

6.1 In pursuit of its aims the LSAB will:-

- adopt the financial year April 1st – March 31st;
- Hold its meetings at least six times per year;
- Require a quorum of at least one third of the voting membership in order to have a fully constituted meeting;
- Always seek to operate on a consensus basis. If it is not possible to reach a consensus, members will be required to undertake a formal vote on a simple majority basis which will be recorded. Each statutory agency's representative in attendance will have a single vote. In the event of a tied vote the Chair will have the casting vote;
- Review its Constitution on an annual basis at the first meeting of each financial year following a formal consultation process with the statutory agencies;
- Review and adopt the Terms of Reference for the Sub Groups on an annual basis at the first meeting of each financial year following a formal consultation process with the Sub Groups;
- Keep a written record of all Board meetings and meetings of its Sub Groups;
- Any member of the full Board may submit items to be included on the agenda of a main meeting of the LSAB supported by a written statement/report to the Chair at least 10 working days before the meeting.
- Agenda and reports will be circulated generally at least 5 working days prior to the meeting;

6.2 The LSAB will also operate Sub Groups which will carry out the day to day operational functions of the LSAB. All Sub Groups will have an annual work plan which will derive from the LSAB Strategic Plan to support the operational functions of the Board.

6.3 In order to carry out these functions the following Sub Groups will meet regularly as appropriate:-

- Case Review
- Monitoring and Evaluation
- Learning & Development – This will be a joint Sub Group across the LSCB and LSAB and will report to both Boards
- Community Engagement and Awareness – This will be a joint Sub Group across the LSCB and LSAB

Time limited task groups may also be convened to deliver priority areas of work according to the business plan of the Board.

6.4 Chairs of Sub-Groups will be LSAB Members in order to ensure a link and effective communication and feedback to the Board.

The Sub-Groups will report to the Board at each meeting to evaluate their progress against the Business Plan and address any issues arising from the Sub Group work.

6.5 The LSAB delegates power to the sub-groups to:-

- a. carry out any work related to the different sections of the Strategic Plan;
- b. undertake consultation as appropriate;
- c. take a decision in reference to a specific item on behalf of the Board where authority to do so has been properly delegated by the Board;
- d. prepare a response to consultation matters on behalf of the Board;
- e. investigate a particular issue;
- f. publish material on behalf of the Board; and
- g. discharge any functions delegated to it from the Board.

7. **FREEDOM OF INFORMATION**

7.1 Under the Ministry of Justice extension to the Freedom of Information Act 2000 Local Safeguarding Adults Boards are not deemed as Public Authorities under the Act and therefore will be exempt from requests for the disclosure of information under the Freedom of Information Act 2000

8. **MEMBERSHIP**

- 8.1 Schedule 2 of the Care Act 2014 defines which Statutory Board Partners are required to have membership on the Board. In addition membership of the Board will include such other persons as the Local Authority which established it, having consulted the other Statutory Members as listed in sub-paragraph 1 of Schedule 2 considers appropriate.
- 8.2 Board Partners should designate a particular named person as the member of the Board to ensure consistency and continuity.
- 8.3 Members will need to be people with a strategic role in relation to safeguarding and promoting the welfare of adults within their organisations. They should be able to:-
- Speak for their organisations with authority;
 - Commit their organisations on policy and practice matters;
 - Hold their organisations to account.
- 8.4 Members are required to nominate a suitable alternative representative in the event of them being unable to attend meetings who have the authority to commit their organisation to decisions.
- 8.5 Membership of the LSAB will consist of representatives from the following who will have a vote.
- Southampton City Council
 - Director, People
 - Head of Adults Social Care
 - Head of Children and Families
 - Head of Housing Services
 - Head of Regulatory Services
 - Hampshire Constabulary
 - National Probation Service
 - Hampshire and Isle of Wight Community Rehabilitation Company
 - Southampton City Clinical Commissioning Group (Commissioning)
 - NHS England (Wessex Area) (Commissioning)
 - Solent NHS Trust (Provider)
 - Southern Health NHS Foundation Trust (Provider)
 - South Central Ambulance Service NHS Foundation Service
 - University Hospital Southampton NHS Foundation Trust (Provider)
 - Post 18 Education Representative
 - Hampshire Fire and Rescue
 - Care Quality Commission
 - Southampton Voluntary Services, to include representation of Healthwatch
 - Department for Work and Pensions
- Other membership of the LSAB who will act in an advisory/observer role and will not have a vote will include:-
- The Lead Cabinet Member for Health and Adult Social Care
 - The Director of Public Health
 - Designated Health Professionals
 - Principal Social Worker
 - Legal Advisor to the Board (SCC Head of Legal and Democratic Services or nominee)
 - LSAB Manager

- LSAB Coordinator
- SCC, Democratic Services

8.6 The Board will secure the involvement of other relevant organisations, either by inviting them to be representatives of its sub-groups, through invitation for specific issues for discussion of a LSAB meeting or through some other mechanism.

8.7 At the discretion of the Chair of the Board, observers can attend Board meetings. Observers are interested individuals who have been invited to attend Board meetings. At the discretion of the Chair of the Board observers can address the meeting but they are not members of the Board and cannot vote.

9. **CODE OF PRACTICE**

9.1 Members of the Board will operate in accordance with the Constitution, Membership Handbook and relevant Role Descriptions.

9.2 There will be an agreed Induction Programme for all new members.

10. **FINANCIAL ARRANGEMENTS**

10.1 LSAB Partners have agreed to the establishment and maintenance of a Pooled Fund pursuant to Schedule 2 of the Care Act 2014 which will be managed by the Local Authority on behalf of Board Partners.

11. **DISPUTES AND COMPLAINTS**

11.1 The Board is intended to be a collaborative, co-operative body and needs to ensure that no particular sector or member is unduly favored. Problems and issues should normally be debated and resolved at Board meetings.

DISPUTES

11.2 If there is a dispute between Board members the Independent Chair and Director of Adult Services will convene a joint meeting with the parties. This should take place within 28 days of the determining that the dispute exists. In most cases the Independent Chair of the LSAB will chair these meetings. The agenda will be agreed jointly by the parties in dispute.

11.3 If no agreement can be reached, either party to the dispute may suggest to the chair that an independent mediator be appointed in a further attempt to resolve the dispute. If parties are not in agreement with this and no resolution has been identified within 28 days then the LSAB Chair may refer the dispute to a Chartered Institute for Arbitrators to be resolved.

11.4 If there is a dispute between the Independent Chair and an LSAB partner or any other Board a similar process will be followed. The Director of Adult Services will convene a joint meeting of the parties as above. If no agreement can be reached, either party to the dispute may suggest that an independent mediator be appointed in a further attempt to resolve the dispute. If parties are not in agreement with this and no resolution has been identified within 28 days then the Director of Adult Services may refer the dispute to a Chartered Institute for Arbitrators to be resolved.

- 11.5 The LSAB can require a person or body to comply with a request for information. This can only take place where the information is essential to carrying out LSAB statutory functions. Any requests for information about individuals must be “necessary” and “proportionate” to the reasons for the request the LSAB will be mindful of the burden of requests and should explain why the information is needed.

COMPLAINTS

- 11.6 Complaints from members of the public in relation to the provision or non-provision of Adult Social Care Services by the Council shall be handled by the Council’s Complaints Procedure.
- 11.7 The Board shall refer all other complaints, disputes or problems in relation to the provision or non-provision of services by a Board Partner to the Board Partner’s own internal complaints handling process.

12. NON COMPLIANCE OF ACTIVITIES

- 12.1 The work of the LSAB will be set out in the Strategic Plan. In time for the start of each financial year all member agencies will sign an agreement stating their commitment to fulfill their obligation to safeguard and promote the welfare of adults. This will include a commitment to fulfilling their role within the LSAB.
- 12.2 Issues of non-compliance will, in the first instance, be referred to the Chair of the Board who will investigate and attempt to reach satisfactory resolution through discussion with the representative of the agency concerned.
In the event of satisfactory resolution not being reached, the matter will be referred back to the Chief Officer within the agency, to the relevant inspectorate, and, if necessary, to the relevant Government Department.

13 MONITORING AND INSPECTION

- 13.1 The LSAB’s role is to ensure the effectiveness of work to safeguard and promote the welfare of children by member organisations and as such the LSAB will monitor and evaluate this through its work. The LSAB will publish performance against objectives set out in the business plan within the Annual Report.

14. OVERVIEW AND SCRUTINY

- 14.1 The LSAB and its members will co-operate with any reasonable request by the Council in respect of its Overview and Scrutiny functions under Section 21 Local Government Act 2000 and as a minimum will meet twice a year to provide independent dialogue on Safeguarding.

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DECISION-MAKER: CABINET
COUNCIL

SUBJECT: CORE STRATEGY PARTIAL REVIEW: ADOPTION

DATE OF DECISION: 17 MARCH 2015
18 MARCH 2015

REPORT OF: LEADER OF THE COUNCIL

CONTACT DETAILS

AUTHOR: Name: **Graham Tuck** Tel: **023 8083 4602**
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STATEMENT OF CONFIDENTIALITY

None

BRIEF SUMMARY

The Core Strategy was adopted in 2010 and sets out the strategic policies and development targets for the city. The Core Strategy Partial Review adds the national 'presumption in favour of sustainable development'; reduces the office and retail targets in the light of economic circumstances, whilst still aiming for major growth; and makes detailed amendments to the biodiversity policy. The Partial Review gives an up to date and realistic framework for the City Centre Action Plan. The Partial Review forms part of the development plan against which planning applications are judged. It has been through a public examination and the Council can only lawfully adopt it by incorporating the Inspector's Main Modifications. These modifications are now contained in this version, recommended for adoption

RECOMMENDATIONS:

CABINET:

- (i) To recommend to Council that the Core Strategy Partial Review be adopted. (Document 1 in the Members' Room).

COUNCIL:

- (i) To adopt the Core Strategy Partial Review.

REASONS FOR REPORT RECOMMENDATIONS

1. To provide an up to date strategic planning framework for the city.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

2. Not to adopt the Plan. This would not meet the statutory requirement to keep plans up to date.
3. To adopt the Plan without the Inspector's 'Main Modifications' or by introducing other significant changes. This would be unlawful.

4. The Core Strategy was adopted in 2010 and sets out the strategic planning policies for the city. The Core Strategy Partial Review (referred to below as “the Partial Review”) provides a focussed up date to set a realistic framework for the City Centre Action Plan.
5. Following wide ranging public consultation and evidence gathering, the Cabinet approved a submission Partial Review plan on 19th March 2013. This was subject to formal public representations in Autumn 2013 and a public examination in Spring 2014. This led to further public consultation (under delegated powers) in Summer 2014 on changes to the plan to address the issues raised.
6. In December 2014 the Inspector’s final report was received (Document 4 in the Members’ room). She found the Partial Review ‘sound’ provided her ‘Main Modifications’ are made. To adopt the Partial Review, the Council is legally required to include these Main Modifications and make no other significant changes. The Inspector has broadly supported the Council’s Partial Review, and whilst her Main Modifications must be made, they do not significantly alter its overall approach.
7. This report summarises the Council’s submission plan; the Inspector’s Main Modifications; and Additional minor Modifications recommended by officers. These are all incorporated into the Partial Review recommended for adoption.

Council’s submission Partial Review plan

8. The Partial Review plan changes the original 2010 Core Strategy in 4 areas, as follows.
9. The Presumption in Favour of Sustainable Development. This is added to reflect the requirements of the Government and its National Planning Policy Framework. The Planning Inspectorate has prepared some ‘model wording’ to cover the presumption and the Council incorporated this. Sustainable development promotes a strong economy, meets social needs (eg for housing and services), and protects the environment. The ‘model wording’ explains that the Council will take a positive approach which reflects the presumption in favour of sustainable development; work proactively with applicants to find solutions wherever possible; and approve proposals which are in accordance with the Council’s Plans without delay unless material considerations indicate otherwise. If the Plans have no relevant policies or are out of date, the Council will grant permission unless the adverse impacts would significantly outweigh the benefits.
10. Office Targets. The targets for office development in the city centre (2006 – 2026) are reduced from 322,000 sq m to a minimum of 110,000 sq m. The reduction reflects the effects of the recent recession and changing working practices (working at home, etc). However it still represents major growth as the economy improves: a 40% increase in the city centre’s office space, and a net growth in 5,000 jobs; likely to be in the following sectors: business services (legal, accounting, etc); financial services; consultancies; public / health; and marine. The Royal Pier Waterfront and Station Quarter are likely to be significant locations for office growth. The target reduction reflects an assessment of likely delivery on Southampton’s sites; and is consistent with the minimum target for Southampton in the revised South Hampshire Strategy (2012). The City Centre Action Plan also identifies sufficient sites to meet the full South Hampshire target of 162,000 sq m, either over the longer term or

should economic growth be stronger than expected. Therefore the growth to meet the full target does not need to be provided elsewhere. The targets are on a net basis and allow for a significant loss of older offices.

11. Retail Targets. The targets for 'non food' retail development in the city centre (2006 – 2026) are reduced from 130,000 sq m to 100,000 sq m. This reduction reflects the effects of the economic recession and the latest data / forecasts for the growth of internet shopping. This reduction still promotes major retail growth in the city centre, whilst avoiding excessive growth which would undermine the existing shopping area.

The Inspector's Main Modification

12. These must be incorporated for the Plan to be lawfully adopted. In any case they are considered useful additions to the Plan. They are set out in full in Document 2 in the Members' room and the key points summarised as follows.
13. The retail target is reduced slightly further, from 100,000 sq m to 90,000 sq m to reflect the latest forecasts.
14. The city centre boundary is expanded to include the whole of the Station Quarter.
15. The biodiversity policy is amended to be more consistent with national policy. This adds clarity to ensure development does not adversely effect international sites, provides necessary mitigation, or otherwise meets the Habitats Directive; and is unlikely to have unacceptable impact on national / local designations, or other features of biodiversity value, with impacts avoided, mitigated or compensated for.

Additional Modifications

16. Whilst the Council cannot make any further major modifications, it can make minor modifications. These are proposed to respond to detailed points discussed at the hearings, and are primarily consequential changes to the Main Modifications. They include the modifications consulted upon in Summer 2014; and a small number of additional points for consistency as follows.
17. The Table setting out the likely phasing of retail sites is transferred to the City Centre Action Plan.
18. The explanation of the office and retail targets and associated monitoring is updated and clarified.
19. An addendum map to show consultation zones around hazardous installations in the city, primarily within industrial areas.

RESOURCE IMPLICATIONS

Capital/Revenue

20. The Plan is being prepared within the existing Planning budget within the Environment and Transport portfolio.

Property/Other

21. None.

Statutory power to undertake proposals in the report:

22. Sections 17, 19 and 23 of the Planning and Compulsory Purchase Act, 2004

Other Legal Implications:

23. Once the Plan is adopted there is a 6 week period in which parties could lodge a High Court Challenge. This can only be on procedural / legal issues.

POLICY FRAMEWORK IMPLICATIONS

24. The Plan forms part of the policy framework and the development plan against which planning applications are considered.

KEY DECISION? Yes

WARDS/COMMUNITIES AFFECTED: All

SUPPORTING DOCUMENTATION

Appendices

1. None.

Documents In Members' Rooms

1. Core Strategy Partial Review – version for adoption. This incorporates the Major and Additional Modifications. See background documents for the original 2010 Core Strategy which is being amended.
2. Major Modifications
3. Minor Modifications
4. Inspector's Report

Equality Impact Assessment

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

Other Background Documents

Equality Impact Assessment and Other Background documents available for inspection at: Civic Centre, contact report author.

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. Core Strategy (2010).	

DECISION-MAKER: CABINET
COUNCIL

SUBJECT: CITY CENTRE ACTION PLAN: ADOPTION

DATE OF DECISION: 17 MARCH 2015
18 MARCH 2015

REPORT OF: LEADER OF THE COUNCIL

CONTACT DETAILS

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STATEMENT OF CONFIDENTIALITY

None

BRIEF SUMMARY

The City Centre Action Plan sets out a strategy for how the city centre will evolve as a place to 2026 and beyond. It allocates development sites and promotes economic growth whilst protecting the quality of the environment. It forms part of the development plan against which planning applications are judged. It is supported by the City Centre Master Plan which sets out a visualisation of the approach and more detailed design guidance. The City Centre Action Plan has been through a public examination. The Council can only lawfully adopt the Plan by incorporating the Inspector's Main Modifications, which has been done in this final version recommended for adoption.

RECOMMENDATIONS:

CABINET:

- (i) To recommend to Council that the City Centre Action Plan (Document 1 in the Members' room) is adopted.
- (ii) To recommend that Council endorse the list of Local Plan Review policies that will be replaced by the City Centre Action Plan (set out in Members' Room Document 1 Appendix 4).

COUNCIL:

- (i) To adopt the City Centre Action Plan (Document 1 in the Members' room) .
- (ii) To endorse the list of Local Plan Review policies that will be replaced by the City Centre Action Plan (set out in Members' Room Document 1 Appendix 4).

REASONS FOR REPORT RECOMMENDATIONS

1. To provide a clear development framework to encourage investment.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

2. Not to adopt the Plan. This would not meet the statutory requirement to keep plans up to date. The Plan helps to deliver the Council's aims and its preparation has involved considerable resources.
3. To adopt the Plan without the Inspector's 'Main Modifications' or by introducing other significant changes. This would be unlawful.

DETAIL (Including consultation carried out)

4. The City Centre Action Plan sets out a development strategy for the city centre to 2026 and beyond. It is consistent with the Council's strategic Core Strategy (as amended by the Partial Review). The Action Plan is designed to promote economic growth and enhance the city centre as a place.
5. Following wide ranging public consultation and evidence gathering, the Cabinet approved a submission Plan on 19th March 2013. This was subject to formal public representations in Autumn 2013 and a public examination in Spring 2014. This led to further public consultation (under delegated powers) in Summer 2014 on changes to the Plan to address the issues raised.
6. In December 2014 the Inspector's final report was received (Document 4 in the Members' room). She found the Plan 'sound' provided her 'Main Modifications' are made. To adopt the Plan, the Council is legally required to include these Main Modifications and make no other significant changes. The Inspector has broadly supported the Council's Plan, and whilst her Main Modifications must be made, they do not significantly alter its overall approach.
7. This report summarises the Council's submission Plan; the Inspector's Main Modifications; and Additional minor Modifications recommended by officers. These are all incorporated into the Plan recommended for adoption.

Council's submission Plan

8. The approach of the Plan approved by the Cabinet in 2013 is as follows.
9. "A Great Place for Business": promoting economic growth, with a focus on new office development, protecting some industrial areas, and managing the relationship between city centre and port growth.
10. "A Great Place to Visit": promoting Southampton as a vibrant shopping, leisure and cultural centre, with carefully phased retail growth and appropriately controlled bars / restaurants / casinos / nightclubs.
11. "A Great Place to Live": encouraging a greater range of people to live in the city centre, identifying sites for 5,450 homes; supporting new secondary school provision in the longer term; and the further / higher education facilities.
12. "A Greener City": protecting open spaces (allowing some reconfiguration where the quantity / quality of space is retained); supporting new open spaces and the greening of streets; the district energy network and appropriate low carbon energy plants; and protecting against flood risk.
13. "Attractive and Distinctive": promoting high standards of design which respect the city's heritage, key views, and surrounding spaces; and supporting high quality tall buildings in appropriate locations.

14. “Easy to Get About”: Promoting a shift from car use to public transport, walking and cycling to minimise congestion and support the environment by enhancing the Central Station, public transport and pedestrian links, and appropriately remodelling roads whilst retaining provision for cars.
15. The Plan sets out the approach for each quarter and development site, generally promoting a mix of residential, office, retail and leisure uses (with controls on that mix in some cases). Some sites will be developed in the short term, some in the longer term. The overall approach set out in the Plan is as follows, and the detail of schemes may evolve in the future where appropriate to reflect the latest circumstances.
16. Station Quarter: Major development by an enhanced Central Station.
17. Western Gateway: Comprehensive redevelopment (more likely in the longer term) to create a new landmark entrance to the city centre.
18. Royal Pier Waterfront: high quality waterfront destination.
19. Heart of the City: An enhanced shopping area including a redevelopment of the East Street Shopping Centre; new development at Watermark West Quay and West Quay Site B; and longer term enhancement / potential expansion of the retail offer in the West Quay Retail Park / Asda / Marlands area.
20. Itchen Riverside: new waterfront destination including marine employment / residential uses at Chapel Riverside.
21. Old Town: protect and enhance the Old Town with retail / residential development at Bargate Shopping Centre / East of Castle Way / High Street; residential led development at the Fruit and Vegetable Market and new open space at Albion Place / Castle Way car parks.
22. Cultural Quarter: New arts complex.
23. University Quarter: East Park Terrace, University led expansion; St Marys Road, residential / student / mixed use development.
24. Holyrood / Queens Park: Duke / College Street: Residential / office uses.
25. Ocean Village: Continue to enhance the waterfront destination.
26. St Mary’s Street (part) and Old Northam Rd.: protect for shops and similar uses, and respect the character of the area.
27. Bedford Place: Maintain and improve existing bars, restaurants, shops and offices.
28. Finally, the Plan sets out delivery issues (including actions the Council will or may take: working with developers, compulsory purchase, investment in infrastructure; other delivery partners and potential funding sources).

The Inspector’s Main Modifications

29. These must be incorporated for the Plan to be lawfully adopted. In any case they are considered useful additions to the Plan. They are set out in full in Document 2 in the Members’ room and the key points summarised as follows.
30. City Centre boundary: Amend to include the whole Station Quarter and reflect the latest Royal Pier Waterfront scheme.

31. Offices: Clarify the office targets; identify sites on map; include Royal Pier Waterfront and the Station Quarter Southside in the sites where a significant proportion of offices is required unless there is a clear justification for a lower level; and delete the more detailed information for specific sites.
32. Port: Further clarify the nature and importance of the Port and its access. Clarify the policy tests for managing the relationship between port and city centre growth; and when the policy applies (e.g. where residential uses are proposed nearby or there are impacts on access routes). Recognise the importance of port freight. Add cross references through the Plan.
33. Retail: Refer to “enhancing” the city centre’s regional role; clarify the approach for a phased expansion of the primary shopping area; define small scale retail uses and explain when other types of retail might be appropriate on key sites at Royal Pier Waterfront; Chapel Riverside and Ocean Village.
34. Parks: Explain that the setting of the grade II* registered parks will be respected and enhanced; with active frontages to the parks.
35. Ecology: More emphasis on processes to ensure no recreational disturbance on the Solent or the New Forest from increased visitor trips.
36. Strategic Views: Further restrictions on the loss of views.
37. Design: Add a reference to sustainable development.
38. Tall buildings: Add that they should contribute positively to the setting of the parks; and slightly reduce the edges to the Parks in which tall buildings are potentially appropriate.
39. Transport: Add that appropriate road access should be maintained.
40. Major Development Zone: extend to include the whole Station Quarter.
41. Station Quarter: Strengthen control so that any changes to Blechynden Terrace have to provide not only a greater amount of open space, but also enhanced space and where practical the same green space. Extend the Quarter to include all areas of public realm improvement.
42. Western Gateway: Add that the layout of development will ensure residential uses are screened from and do not face the Port.
43. Royal Pier: Amend the site boundary in Southampton Water to reflect the latest scheme; recognise that certain activity may need to take place beyond this (eg pontoon anchors); and that consultation will be required with the Harbour Master / Port Authority.
44. North of West Quay Road: extend site to include all retail warehouses.
45. Chapel Riverside: Clarify that built heritage and ecology should be respected, and that waterfront access should be continuous and include open spaces.
46. Fruit and Vegetable Market: Design development to mitigate any conflicts with existing industrial / night time uses.
47. Ocean Village: Development site to cover known schemes only (Admirals Quay and the Promontory site).
48. Delivery: Clarify the Master Plan’s floor space figures are only indicative.

49. Policy Maps: identify hazardous installation consultation zones; include West Quay multi storey car park in area of retail expansion; amend Royal Pier Waterfront evening zone to include 5 – 7 Town Quay.

Additional Modifications

50. Whilst the Council cannot make any further major modifications, it can make minor modifications. These are proposed to respond to detailed points made in representations. They include the modifications consulted upon in Summer 2014; and final changes which either respond to comments received from that consultation (where they do not affect Major Modifications) or are simply for consistency, factual corrections or updates.
51. The minor modifications are set out in Document 3 in the Members' Room. To give some examples, they add:
- Reference to the “grade II* registered” status of, and the Management Plan for, the Central Parks;
 - More emphasis to the key areas of infrastructure funding required (e.g. transport; flood defences; education and energy);
 - Reference to the Water Framework Directive and water quality;
 - Reference to the Local Areas of Archaeological Potential.

Policies Map

52. The policies map forms part of, and is updated to reflect, the City Centre Action Plan.

Replacement of Local Plan Review Policies

53. The adoption of the City Centre Action Plan means that some of the Local Plan Review (2006) policies are no longer ‘saved’. These are the policies that relate to city centre sites, design, night time and office areas, and transport improvements. In addition other policies will no longer apply within (but will continue to apply outside) the city centre. These include policies on design, energy, open spaces, housing, retail and industry. A full list of the policies to be replaced is set out in Appendix 4 of the City Centre Action Plan.

RESOURCE IMPLICATIONS

Capital/Revenue

54. Capital: Delivery of the Plan will mainly be achieved by the private sector. Some projects may be delivered in part through Council investment but this would be decided through the normal approval process. This report does not commit the Council to any capital spending.
55. Revenue: The Plan is being prepared within the existing Planning budget, in the Environment and Transport portfolio.

Property/Other

56. The Council owns an interest in a wide range of the sites allocated for development in this Plan.

LEGAL IMPLICATIONS

Statutory power to undertake proposals in the report:

57. Sections 17, 19 and 23 of the Planning and Compulsory Purchase Act, 2004

Other Legal Implications:

- 58. Parts of the Plan (e.g. safeguarding for a flood defence) may require the Council to purchase land via a blight notice. However this procedure is framed such that the extent of this is likely to be limited for flood risk. Once the Plan is adopted there is a 6 week period in which parties could lodge a High Court Challenge. This can only be on procedural / legal issues.

POLICY FRAMEWORK IMPLICATIONS

- 59. The Plan forms part of the policy framework and the development plan against which planning applications are considered.

KEY DECISION? Yes

WARDS/COMMUNITIES AFFECTED: All.

SUPPORTING DOCUMENTATION

Appendices

- 1. None

Documents In Members' Rooms

- 1. City Centre Action Plan – version for adoption. (This incorporates the Major and Additional Modifications; and the Policies Map).
- 2. Major Modifications
- 3. Minor Modifications
- 4. Inspector's Report
- 5. Policy Map Changes
- 6. Sustainability Statement

Equality Impact Assessment

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

Other Background Documents

Equality Impact Assessment and Other Background documents available for inspection at: Civic Centre, contact report author.

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	

DECISION-MAKER: CABINET
SUBJECT: GRANTS TO VOLUNTARY ORGANISATIONS 2015 TO 2019
DATE OF DECISION: 17 MARCH 2015
REPORT OF: CABINET MEMBER FOR RESOURCES AND LEISURE

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STATEMENT OF CONFIDENTIALITY

Not applicable

BRIEF SUMMARY

Southampton City Council has a long history of supporting the contribution of the voluntary and community sector in the City with grants, contracts and other help in kind. The first three year funding cycle using an outcomes based commissioning approach began in April 2013 and has proven successful in providing stability for the grant recipients and a more efficient grants process for the Council. This report makes recommendations for implementing a further three year funding cycle from April 2016 and the work commissioned will make a contribution to meeting the council's priorities set out in the Council Strategy 2014-17.

RECOMMENDATIONS:

- (i) To agree another three year funding cycle using the outcomes based commissioning approach, from April 2016 to March 2019, with a budget of £1,543,980 per year, subject to budget setting each year.
- (ii) To formally give notice to existing three year outcomes-based commissioned grant recipients in April 2015 that their existing funding arrangement will end on 31 March 2016 and any future funding applications will be considered without reference to previous grant allocation.
- (iii) To agree that funding for domestic abuse and sexual violence services from the corporate grants budget between April 2016 and March 2019 will be allocated by the Council's Integrated Commissioning Unit to commission services within the PIPPA (Prevention, Intervention, Public Protection and Alliance) service model from voluntary organisations.
- (iv) To end Southampton Nuffield Theatre Trust's current three year funding arrangement one year early, on 31 March 2015, and enter into a new four year funding arrangement with the Nuffield from 01 April 2015 to 31 March 2019, covering both their current activities and the new Arts Complex activities.
- (v) To delegate authority to the Assistant Chief Executive following

consultation with the Cabinet Member for Resources and Leisure to agree the outcomes grants between April 2016 and March 2019 will be awarded against and to do anything necessary to give effect to the recommendations contained in this report.

REASONS FOR REPORT RECOMMENDATIONS

1. The current three year funding cycle comes to an end in April 2016 and the Council has to give notice to make any changes in the allocation to existing grant recipients. Three year funding provides stability for local voluntary organisations and reduces costs for the Council, compared to an annual funding cycle.
2. Jointly commissioning domestic abuse and sexual violence (DASV) services with the Integrated Commissioning Unit will ensure the strategic priorities of the city in relation to addressing the impact of DASV are addressed and delivered through integrated services that better supports victims. It will also provide a single funding route making it easier for applicants and avoiding duplication in applications and funding.
3. The Arts Complex is a significant step forwards in the City's cultural aspirations and economic development. A single seamless four year grant will provide essential stability during its start-up phase.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

4. Returning to an annual funding cycle would be inefficient for the Council and create an uncertainty in the funding situation for many local voluntary organisations.
5. Commissioning DASV services separately could lead to duplication of funding and services that do not necessarily meet the priorities agreed in the city and are out of step with the new integrated PIPPA services model.
6. Continuing to grant fund the Nuffield's existing services separately from the Arts Complex misses the opportunity for added value that an integrated service could provide. It could also destabilise the operating company at a critical time for the Arts Complex's development.

DETAIL (Including consultation carried out)

Three Year Funding

7. In February 2013 the Council awarded three year grants to the majority of the voluntary grants recipients for the first time. The aim of the longer term funding was to provide stability for local voluntary organisations and create a more efficient grants process for the Council. Feedback from grant recipients has shown providing stable funding for three years has enabled them to plan ahead more effectively, which in turn has enabled them to better mitigate the impact of the reduction in funding during that period.
8. It is proposed to continue this approach with another three year funding cycle from April 2016, providing both three year grants and one year Community Chest small grants. A new Prospectus will be developed, with the outcomes reflecting the council priorities set out in the Council Strategy 2014-17. Grants will be awarded against these priorities and outcomes, which will be agreed under delegated authority by the Assistant Chief Executive following consultation with the Cabinet Member for Resources and Leisure after further consultation with voluntary and community organisations in summer 2015. The

new three year grants will open for applications, for eight weeks, in early September 2015. Recommendations for grant awards will be presented to Cabinet in February 2016 for the grants to start on 1 April 2016.

9. To ensure a fair allocation process it is proposed to formally give notice to the existing three year grant recipients that their existing funding will end on 31 March 2016 and any future funding applications will be considered without reference to previous grant allocation. The exception to this is proposed to be Southampton Nuffield Theatre Trust whose existing grant will end 31 March 2015 if recommendation (iv) is approved – as detailed in paragraphs 24-30.
10. In a challenging financial climate and in light of the Council's new operating model it is vital to ensure that its grant funding is securing outcomes that meet its priorities in the Council Strategy 2014-17. Therefore it is important to review its grant allocation for the next 3 years. While the Council acknowledges that giving formal notice could create uncertainty for some voluntary organisations, particularly those with staff, it has a duty to ensure all potential applicants have a fair opportunity to apply for funding regardless of whether they have been funded before. The Council is committed to advising applicants of their grant recommendation as early as possible to enable them to plan ahead.
11. The corporate grants budget is currently £1,543,980 per year, subject to budget setting each year. Of this £50,000 per year is allocated to Community Chest. Some respondents to the consultation (detailed below) requested an increase in the corporate grants budget to reflect the increased pressure on voluntary sector services. However, given the Council's financial position, no recommendation has been made to increase the grants budget. Work will continue to look at alternative ways the Council can support local voluntary and community organisations, particularly around applying for other sources of funding.
12. Existing grant recipients and potential applicants were consulted on the proposals between November 2014 and February 2015, with a positive response overall. The methodology included use of social media (Facebook and Twitter) as well as email and the Council's website. This initial phase of the consultation did not attract much feedback. Only 12 responses were received, including face to face meetings with two organisations directly affected by the proposals for DASV services. The low response rate was not unexpected as another three year funding cycle would be good news for local voluntary and community organisations. While improvements to the process have been proposed they would not substantially change the process for applicants, providing stability in the application process. The consultation feedback is attached at Appendix 1 and the Equality and Safety Impact Assessments (ESIAs) are attached at Members' Room Document 1.
13. The Community Chest small grants scheme is always in demand as it provides a simple and flexible fund which is especially good for first-time grant applicants. It is proposed to continue the scheme with a budget of £50,000 per year between April 2016 and March 2019. Following consultation in 2013 the criteria was updated to ensure the scheme continues to meet the needs of small community groups in the City. No further changes to the criteria are proposed at this time, however, the application process will undergo some changes in 2015. While the application form has been available electronically for some years, from the next round (opening mid-March 2015) there will be a fully online application form. The aim is to streamline the application process for both applicants and the Council and provide the modern, digital service that

our customers expect. The downloadable electronic forms and paper forms will still be available on request for anyone not able to use the online form.

14. Following the piloting of the online Community Chest application form, online application forms for the three year funding will be developed later in 2015. As with Community Chest the downloadable electronic forms will still be available on request for anyone not able to use the online form. Paper application forms were phased out from the large grants several years ago, however, they can be made available if necessary.
15. It is proposed to review these arrangements in 2017/18 to allow for timely and effective consultation before a decision is made about funding from April 2019 onwards. It will also ensure grant recipients are given sufficient notice of any funding changes before the end of their 2016/19 grant.
16. A summary of the achievements of grant aided organisations (both the three year grants and Community Chest) in the last two years is attached at Members' Room Document 2.

Support for people experiencing domestic abuse and sexual violence

17. Priorities in the Council Strategy include prevention and early intervention as well as protecting vulnerable people and the implementation of the new Southampton Against Violence Plan (the Plan) will make a specific contribution towards these council priorities as well as the priorities of the Safe City Strategy 2014-17. It outlines the development of a PIPPA (Prevention, Intervention, Public Protection and Alliance) service model. Integral to the Plan is the development of an integrated domestic abuse and sexual violence (DASV) multi agency service, bringing together the range of services alongside strategic partnerships within a single management structure.
18. While many elements remain similar to existing service provision, there are some fundamental changes in the way services will be working and commissioned to meet the combined outcomes set out in the Plan. This includes:
 - Commissioning services to bring voluntary sector input to the PIPPA model (approved at Cabinet on 17 February 2015)
 - Collectively including a focus on prevention, early intervention and timely and appropriate responses to all levels of risk. Historical services have tended to focus on their areas of risk, which has predominantly been high risk. The new model ensures collective and specific responsibility across all levels of risk.
 - Setting all service delivery within a single service model to collectively improve outcomes
19. To deliver a single PIPPA service model it will be important that all elements are jointly secured and commissioned against specific and collective outcomes. Furthermore, all parties engaged in the PIPPA model will be required to contribute to the Alliance element of the service model (e.g. involving single point of contact, awareness raising). To achieve the combined vision it is proposed that elements of the corporate grants budget are allocated to the Integrated Commissioning Unit (ICU) to jointly commission the Commissioned service elements within the PIPPA model.
20. The funding will form part of a contract with a voluntary sector provider, but would be subject to the standard Council conditions for voluntary sector grants

and the level of funding would be an indicative amount subject to budget setting each year. The funding is proposed to be ring-fenced for voluntary organisations or a voluntary sector partner.

21. If approved by Cabinet, this proposal will mean that any voluntary organisation wishing to apply for funding to support people experiencing DASV will need to do so through a competitive tender (contract) process. This work will no longer be funded through the three year funding grants process. It is proposed that the amount allocated to the ICU is the same as will be spent on this work in 2015/16 - £101,828. Currently this is split between the following organisations:
 - Southampton Rape Crisis: Counselling service and elements of STAR and ISVA, £62,860
 - Women's Aid: Outreach and Helpline, £38,968
 - Total grant funding in 2015/16, £101,828.
22. It is proposed that this funding arrangement follows the grants to voluntary organisations cycle, and would therefore be reviewed in 2017/18 at the same time as the three year funding. It will also be subject to any changes in the annual grants to voluntary organisations budget. If the final budget for any of the three years changes from that originally proposed, the amount allocated to the ICU for DASV services will also change by the same percentage.
23. The proposals for DASV services were consulted on at the same time as the three year funding proposals. Around half of the respondents did not feel able to comment or were not sure about the proposals because they were not directly affected by them. Of the responses received, there was overall support for the proposals. However, there was concern about moving the funding out of the grants process and into the procurement process. While the Integrated Commissioning Unit will be commissioning the new services, the funding will remain within the grants budget, and as stated above will be subject to the same rules as grant funding and the funding arrangement will be monitored to ensure these rules are applied. The grant funding will still be used to support voluntary sector organisations, which is the aim of the Council through allocation of the grants to voluntary organisations budget.

Southampton Nuffield Theatre Trust / Arts Complex

24. In November 2013 the Council facilitated an open call for bids for an organisation to take on the day to day operation of the performing arts elements of the Arts Complex and to provide overall strategic leadership as the Operating Company. The operation of the Arts Complex is to be funded by the Council through a multi-year grant from April 2015 to enable planning and development work before the complex opens in the summer of 2016. Following an open, competitive process, Southampton Nuffield Theatre Trust (the Nuffield) was provisionally chosen as the operating company, subject to final funding decisions by Arts Council England and Southampton City Council.
25. The Nuffield is currently in receipt of three year grant funding (April 2013 to March 2016) from the Council's corporate grants budget for running activities at its theatre on the University of Southampton's Highfield campus and across the City. After being provisionally chosen to take on the operation of the Arts Complex the Nuffield has proposed to merge its current activities and the Arts Complex activities into one organisation. Arts Council England have also awarded substantial revenue funding for the Operating Company, based on a

bid from the Council, which included commitment of Council revenue funding. Arts Council England have awarded £1,264,251 for the 3 years from 2015/16 to 2017/18, subject to funding from the Council.

26. It is proposed to end the Nuffield's current grant a year early and enter into a new four year funding arrangement from April 2015, combining the Council's existing grant funding and the proposed Arts Complex funding.

	Existing funding	Arts Complex funding	Total
2015/16	£120,161	£170,000	£290,161
2016/17	£120,161	£175,100	£295,261
2017/18	£120,161	£180,353	£300,514
2018/19	£120,161	£185,764	£305,925

27. Should this proposal not be approved the Nuffield's existing funding arrangement will continue to March 2016 and the Council will need to give formal notice in April 2015 when notice is given to the other three year funding recipients.
28. As with the DASV funding, the corporate grant part of the Nuffield's funding will be subject to budget setting each year, and will also be subject to any changes in the annual grants to voluntary organisations budget. If the final budget for any of the three years changes from that originally proposed, the Nuffield's grant will also change by the same percentage.
29. A mixed response was received to the consultation on the proposals for the Nuffield and the Arts Complex. The majority of respondents felt unable to give an opinion as the proposals did not directly affect them. There was general support from those that did respond, with some concerns raised. Respondents commented that stability in funding is something other voluntary organisations would appreciate and that consideration should be given to reducing the level of funding in future years if efficiency savings are made from the Nuffield's combined activities. One of the planned tenants of the Arts Complex supported the proposal stating the importance of a stable operating company during the critical period of opening and establishing the Arts Complex.
30. Requests for changing funding arrangements are considered on a case by case basis. With significant amounts being spent to develop the Arts Complex and the impact on the economic development of the City as well as its cultural aspirations, it was felt the proposed funding arrangement and level of funding was appropriate at this time. This funding arrangement will be monitored and will be subject to review in 2017/18 alongside the three year funding.

RESOURCE IMPLICATIONS

Capital/Revenue

31. The proposed 2016/17 to 2018/19 grants to voluntary organisations budget is made up of the following elements.

Year	2016/17 £	2017/18 £	2018/19 £	Total £
Corporate	1,527,740	1,527,740	1,527,740	4,583,220
HRA	16,240	16,240	16,240	48,720
Total	1,543,980	1,543,980	1,543,980	4,631,940

32. The Council budget is set annually in February each year. Therefore the proposed budgets for 2016/17 to 2018/19 are provisional and are subject to budget setting in February of each year.

Property/Other

33. No immediate property implications are raised by this report. If, through the development of a grant supported initiative, a property issue is generated it will be subject to detailed consultation in the usual way.

LEGAL IMPLICATIONS

Statutory power to undertake proposals in the report:

34. Section 1 of the Localism Act 2011 permits a Council to do anything that an individual may do whether or not normally undertaken by a local authority (the General Power of Competence). The power is subject to any pre or post commencement restrictions on the use of the power (none of which apply in this case).

Other Legal Implications:

35. The Council is mindful of the Compact and the Best Value Statutory Guidance and the need for timely and meaningful consultation with voluntary organisations, with a clear explanation of proposals and an open, transparent, corporate, co-ordinated approach. Decision makers must be satisfied that consultation with affected organisations has been adequately carried out and that where appropriate any notice period given before the implementation of any reduction in grant is adequate and reasonable.
36. The Council recognises its equalities duties and in making decisions will pay due regard to the need to eliminate discrimination and promote equality and to undertake Equality and Safety Impact Assessments (ESIAs). The ESIAs have been updated following the consultation and are attached at Members' Room Document 1.

POLICY FRAMEWORK IMPLICATIONS

37. Grant recommendations relate to the relevant Policy Framework plans and the services provided by the grant-aided organisations will assist the Council in meeting the overall aims of its policy framework including the objectives set out in the Southampton City Council Strategy 2014-17.

KEY DECISION? Yes

WARDS/COMMUNITIES AFFECTED: All

SUPPORTING DOCUMENTATION

Appendices

1. Consultation feedback on Grants to voluntary organisations 2015-19

Documents In Members' Rooms

1. Equality and Safety Impact Assessments
2. Three year funding 2013-16: achievements of grant aided organisations for the period 2013-2015

Equality Impact Assessment

Do the implications/subject of the report require an Equality and Safety Impact Assessment (ESIA) to be carried out. Yes

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	



Grants to voluntary organisations 2015 to 2019

Consultation Feedback

Introduction

The current three year grant funding cycle will end in March 2016 and the council is reviewing its grant funding from April 2016 onwards. Southampton City Council recognises the contribution of the voluntary and community organisations to the city and is committed to working in partnership with the local voluntary and community sector to ensure the council's grants to voluntary organisations schemes are designed to meet both the council's priorities and the needs of the sector.

The consultation began in November 2014 with an initial 12 weeks phase looking at the general principles for the council's grant funding from April 2016. The consultation was available on the council website and in other formats on request.

The consultation also sought feedback on two opportunities to co-fund projects with other areas of the council to maximise the return on the funding.

This initial phase of the consultation did not attract much feedback. Only 12 responses were received, including face to face meetings with two organisations directly affected by the proposals. The low response rate was not unexpected as overall the proposals were good news for local voluntary and community organisations. While improvements to the process have been proposed they will not substantially change the process for applicants, providing stability in the application process. Additionally the budget is proposed to remain at 2015/16 levels.

Consultation results

1. The consultation was split into three sections. In each section respondents were asked if they agreed, disagreed or were not sure about the council's proposals and given an opportunity to comment. The majority of respondents were supportive of the council's approach although some concerns were raised.

Section 1 – Three year funding / Community Chest

2. All respondents agreed that providing another three year funding cycle would support the local voluntary and community sector. It was felt that the current three year funding has worked well, enabling organisations to plan ahead and make more efficient use of resources. It was also felt that it is important that organisations can demonstrate outcomes, but that it takes time to generate outcomes and the three year funding enables this. One respondent would prefer to see rolling three year agreements.
3. The majority of respondents supported the proposal to give formal notice to existing three year funding recipients. However, one commented that it would be destabilising for organisations that employ staff and another commented that it could limit the effectiveness/value for money of services if they have to wind down due to uncertainty about funding.
4. The majority of respondents agreed with the minor amendments proposed for the application process; one with the caveat that they agreed providing the amendments did not lead to a reduction in budget. The proposed amendments are aimed at improving the application process for both the applicants and the council, while providing stability in the application process.
5. The proposal to maintain the overall budget at 2015/16 levels for a further three years split the respondents. Some acknowledged the council's current financial position and felt that continuing the budget at this level was a positive move. Others felt the council needs to increase the grants budget in recognition of increasing demand for voluntary sector services in the city and increasing costs.

Section 2 – Support for people experiencing domestic and sexual violence and abuse

6. The council has been reviewing support for people experiencing domestic abuse and sexual violence (DASV). The new Southampton Against Violence Plan (the Plan) outlines the development of a PIPPA service model (Prevention, Intervention, Public protection and Alliance). The Plan draws together all support services in the city, including the council, other statutory agencies and externally provided services. Currently, some of these externally provided services are funded through the three

year grants. It is proposed to jointly commission these services through the Integrated Commissioning Unit from April 2016.

7. There was a mixed response to commissioning some services within the PIPPA model instead of providing grants for them. Half of the respondents were either unsure or felt unable to respond as this proposal would not directly affect them. Those that did respond were generally supportive, though concerns were raised about small organisations bidding against and possibly losing out to larger organisations.
8. The proposal to allocate part of the grants budget to a commissioning model also received a mixed response, with most respondents unsure about the proposal. One respondent showed clear support for the proposal, while another was clearly against the transfer of any funds out of the grants budget.

Section 3 – Southampton Nuffield Theatre Trust and the Arts Complex

9. Southampton Nuffield Theatre Trust has provisionally been chosen as the operating company for the new Arts Complex. The council has been asked to consider combining both the Arts Complex funding and the Nuffield's current activity grant funding into one funding arrangement from April 2015. As with section 2, many respondents were not sure or felt unable to respond to the proposals in section 3 as the proposals would not directly affect them.
10. Of the responses received, the majority agreed with ending the Nuffield's grant a year early and the council entering into a new 4 year funding arrangement from April 2015, covering both their current activities and the Arts Complex.
11. The proposal to fund this new arrangement partly through the corporate grants to voluntary organisations budget also received a mixed response. While some respondents supported the proposal, others pointed out that all voluntary organisations need stability in funding and not just during the start-up phase. It was also suggested that reducing the funding could be considered after the first two years, if efficiency savings from combining the Nuffield's current activities and Arts Complex activities should come into effect.

Reviewing the grants processes

12. All respondents agreed the proposal to review the three year funding process, jointly commissioning DASV services and jointly funding Southampton Nuffield Theatre Trust in 2017/18, before the end of the 2016/19 funding cycle.

How the consultation information was used

13. The Cabinet Member for Resources was briefed about the consultation feedback which has been used to develop the grants process, including how and when we communicate with applicants. The Council acknowledges that uncertainty over

funding can be destabilising for any organisation and is committed to informing applicants as early as possible of their grant recommendation to reduce this.

14. While increasing the grants to voluntary organisations budget is difficult given the Council's ongoing financial position, the Council will continue to work with partners to explore new ways to support local voluntary and community groups to successfully apply to other funding sources, including advertising potential funding and training in application writing.

15. Several respondents provided feedback on the Equality and Safety Impact Assessments (ESIAs) and they has been updated accordingly. The comments include:

- Reference to the impact of reduced operating hours or closure of drop in services, which can negatively impact people who struggle with time-keeping (such as the homeless, substance misusers).
- Specific reference to vulnerable children and young people

Please see Appendix 2 for the full ESIAs.

Methodology

16. The grants consultation documents and feedback form were available on the Council's website for 12 weeks, between 11 November 2014 and 3 February 2015, in line with the Southampton Compact. They were also available by email or in paper format on request.

17. The consultation was publicised the following ways:

Date	How	Who
11 November 2014	Email	General email to 36 current grant aided organisations
11 November 2014	Email	Individual emails to organisations named in the consultation (sections 2 & 3)
11 November 2014	Twitter – Southampton Funding @SouthamptonFund	Over 500 local, regional and national organisations and individuals (November 2014)
14 November 2014	Twitter – Southampton's Communities @Southamptoncom	Over 5,000 local, regional and national organisations and individuals (November 2014)
14 November 2014	Funding mailing list	Over 1,000 organisations and individuals, mainly local though a few regional and national as well. (November 2014)
19 November 2014	Facebook – Southampton Communities	Over 200 'Friends', mainly local individuals and organisations, though a few regional and national

		as well. (November 2014)
21 November 2014	Communities newsletter email	5,862 subscribers (November 2014)
25 November 2014	Twitter – Southampton Funding @SouthamptonFund	Over 500 local, regional and national organisations and individuals (November 2014)
27 November 2014	Twitter – Southampton’s Communities @Southamptoncom	Over 5,000 local, regional and national organisations and individuals (November 2014)
9 December 2014	Twitter – Southampton Funding @SouthamptonFund	Over 500 local, regional and national organisations and individuals (November 2014)
15 December 2014	Email	Reminder to 36 current grant aided organisations
15 December 2014	Facebook – Southampton Communities	Over 200 ‘Friends’, mainly local individuals and organisations, though a few regional and national as well. (November 2014)
15 January 2015	Facebook – Southampton Communities	Over 200 ‘Friends’, mainly local individuals and organisations, though a few regional and national as well. (November 2014)
19 January 2015	Face to face meetings	Current grant recipients affected by proposals in section 2
2 February 2015	Twitter – Southampton Funding @SouthamptonFund	Over 550 local, regional and national organisations and individuals (January 2015)
2 February 2015	Twitter – Southampton’s Communities @Southamptoncom	Over 5,500 local, regional and national organisations and individuals (January 2015)
2 February 2015	Email	Reminder to 36 current grant aided organisations

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had marketed the site for alternative uses. Remarketing for office use is unlikely to bring an alternative user. This site is therefore likely to have been considered by occupiers for a variety of city centre users.

DETAIL (Including consultation carried out)

Description of Site

4. As Southampton's ambitious City Centre Master Plan is implemented hotel development has a key role to play in the regeneration and economic growth of Southampton and its future development as a cruise port and visitor destination.
5. Development Securities have been involved with the city for a number of years having commenced development of the Carnival HQ building in 2007 followed by the Premier Inn on the adjoining site in 2010.
6. Given their historic involvement in the area a Development Agreement with Development Securities for the site ended in January 2015. Despite four years of marketing the Aqua offices scheme no viable occupiers have been found to enable the development to proceed. In the absence of any pre letting this scheme was unable to commence. Although Development Securities suggested alternative uses for the site no viable development was proposed. The Council now have control of this site and can consider how to secure its re-development.
7. There has been a direct approach to the Council for this site as an opportunity to secure a hotel development. This is for a 152 bedroom hotel which will operate as a Moxy brand, which is part of the Marriot group. Moxy is a new brand of stylish hotel which has been launched in eight US metropolitan locations, including properties in New York City, San Francisco, Seattle, New Orleans and Chicago, Berlin and Milan. Although this brand of hotels operate at the affordable end of the market, it is much higher end in terms of style and design.
8. A hotel study was undertaken in 2013. Hotel occupancies are very high in Southampton City Centre resulting in strong revpar performance, particularly at the 4 star and boutique level. Budget hotel occupancies are high in all locations. Midweek occupancies are strong, with hotels consistently filling and turning business away on Tuesday and Wednesday nights. Friday and Saturday occupancies are high in Southampton City Centre. The cruise market enables Southampton hotels to perform very strongly between April and October. The Southampton Boat Show is also a key contributor to the strong hotel performance in Southampton City Centre, allowing hotels to event price at full occupancy for a 10-day period every September. Business use is supported by other major conventions, exhibitions and business events that generate significant hotel demand are Seaworks, Ocean Business and the ACE Cruise Convention. Contractors are a key market for budget hotels. Leisure break visitors using Southampton as a base for the New Forest, Isle of Wight, Winchester, Paulton's Park and Marwell Zoo are a key weekend and summer market for Southampton hotels.
9. Thus all indicators point to strong growth in demand for hotel accommodation in Southampton. Corporate demand is set to increase as the city's economy expands and office and business park schemes are progressed and occupied. Contractor demand for budget hotels is likely to increase with renewed construction activity. Cruise ship traffic through Southampton is forecast to increase by 25% by 2020 and a further 25% between 2020 and 2030. There are good prospects for continued growth in leisure break demand particularly given the planned development of

Southampton's waterfront and leisure and cultural offer. Southampton is also well placed to capitalise on the forecast growth in overseas tourism to Britain. Demand from air passengers and crew should increase as international travel through Southampton Airport grows. The increase in the city's population is likely to generate increased demand for weddings and functions as well as visits to friends and relatives.

10. This is a form of development for which Planning Permission does not exist, however it is the type of use suitable for a City Centre location. The building will be constructed using modern methods of construction using pre-fabricated sections, and will have a short construction period.

RESOURCE IMPLICATIONS

Capital/Revenue

11. The basis of the transaction is set out in the confidential appendix, which sets out the capital receipt which would be received by the Council.
12. The Council currently manage the service charge arrangements for the Premier Inn site, with its costs recovered from the lessee. It is intended these responsibilities be passed on to the lessee of the phase 2 development. The site is identified on Plan V2859 attached to this report.

Property/Other

13. The property comprise a vacant site which is held under Town and Country Planning Act 1990.
14. There is currently the long lease for the Premier Inn and an Electricity Substation. These will be included in the area of any lease granted. These properties are both let on a peppercorn and will release the Council of ongoing management.

LEGAL IMPLICATIONS

Statutory power to undertake proposals in the report:

15. Disposal to be under section 233 Town and country Planning Act 1990.

Other Legal Implications:

16. None

POLICY FRAMEWORK IMPLICATIONS

17. The relevant policies in the City Centre Action Plan (CCAP) are AP1 and AP25. Policy AP1 relates to new office development and West Quay site B is one of the sites identified for office development to help deliver PUSH and Core Strategy growth targets. There is a presumption in favour of office development, but the policy recognises the need for reasonable flexibility to promote successful regeneration and enable viable schemes to be delivered. Alternatives uses such as hotels would need to demonstrate why office use is not viable.

KEY DECISION?

Yes

WARDS/COMMUNITIES AFFECTED: Bargate

SUPPORTING DOCUMENTATION

Appendices

- 1. Site Plan
- 2. Confidential Appendix

Documents In Members' Rooms

- 1. None

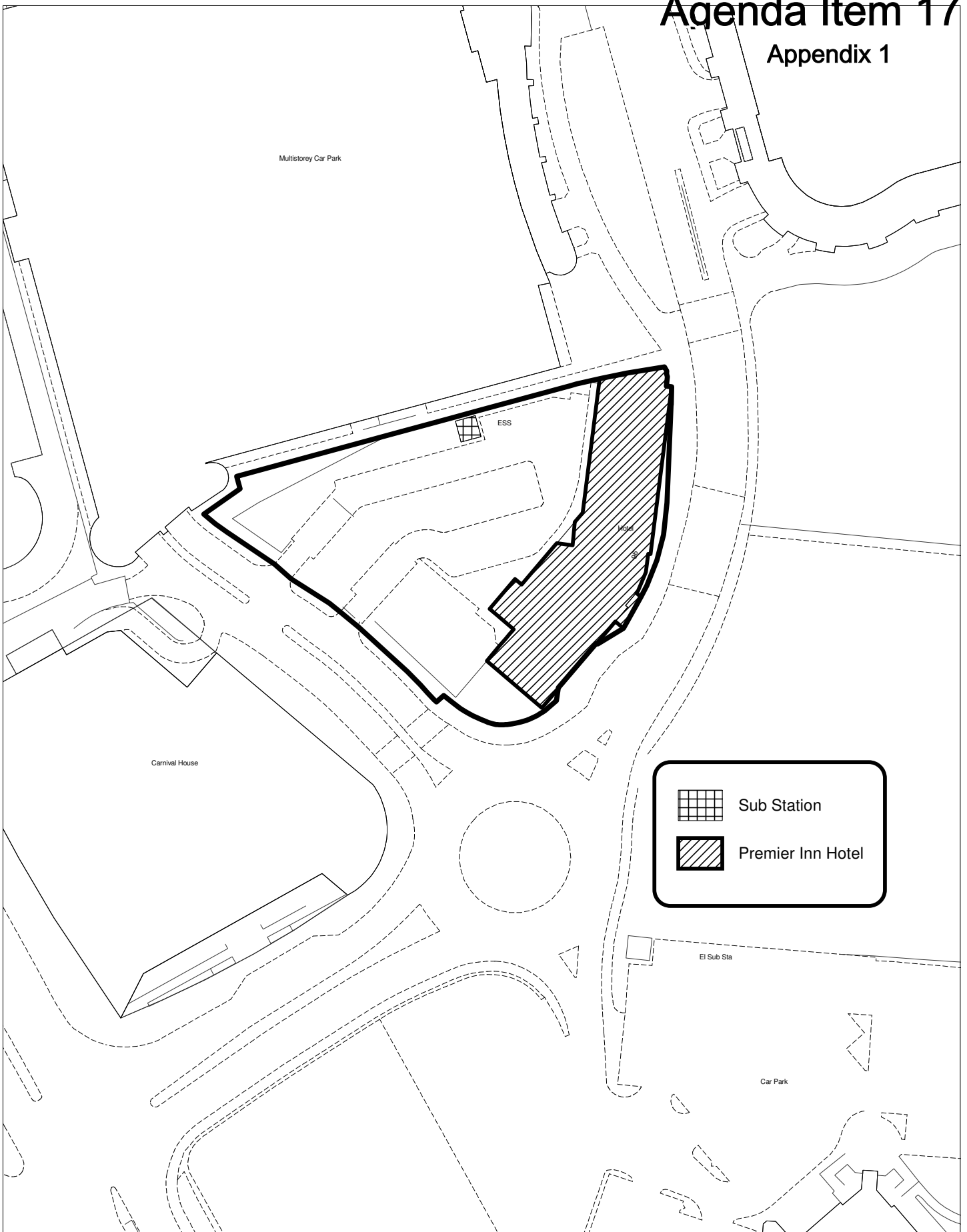
Equality Impact Assessment

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



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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 <p>SOUTHAMPTON CITY COUNCIL</p>	<p>PROPERTY SERVICES 3rd Floor, One Guildhall Square, Above Bar Street, Southampton. SO15 1GW</p>		<p>SCALE (1:)</p> <p>1250</p>	<p>DATE</p> <p>24/02/15</p>
	<p>Plan No</p> <p>V2589</p>	<p>TITLE</p> <p>Page 185 Disposal of Site B West Quay</p>		

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