

Public Document Pack

Overview and Scrutiny Management Committee

Thursday, 15th November, 2018
at 5.30 pm

PLEASE NOTE TIME OF MEETING

Council Chamber - Civic Centre

This meeting is open to the public

Members

Councillor P Baillie (Chair)
Councillor Fitzhenry
Councillor Furnell
Councillor Galton (Vice-Chair)
Councillor Harwood
Councillor Whitbread
Councillor Bell
Councillor Kataria
Councillor Mitchell

Appointed Members

Rob Sanders, Church of England
Catherine Hobbs, Roman Catholic Church
Vacancies

- Primary Parent Governor Representative;
and
- Secondary Parent Governor Representative

Contacts

Judy Cordell
Senior Democratic Support Officer
Tel. 023 8083 2766
Email: judy.cordell@southampton.gov.uk

Mark Pirnie
Scrutiny Manager
Tel: 023 8083 3886
Email: mark.pirnie@southampton.gov.uk

PUBLIC INFORMATION

Overview and Scrutiny Management Committee

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

Role of Overview and Scrutiny

Overview and Scrutiny includes the following three functions:

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

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

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. By entering the meeting room you are consenting to being recorded and to the use of those images and recordings for broadcasting and or/training purposes. The meeting may be recorded by the press or members of the public.

Any person or organisation filming, recording or broadcasting any meeting of the Council is responsible for any claims or other liability resulting from them doing so.

Details of the Council's Guidance on the recording of meetings is available on the Council's website.

The Southampton City Council Strategy (2016-2020) is a key document and sets out the four key outcomes that make up our vision.

- Southampton has strong and sustainable economic growth
- Children and young people get a good start in life
- People in Southampton live safe, healthy, independent lives
- Southampton is an attractive modern City, where people are proud to live and work

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.

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

Mobile Telephones:- Please switch your mobile telephones to silent whilst in the meeting

Fire Procedure:-

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

Access is available for disabled people. Please contact the Democratic Support Officer who will help to make any necessary arrangements.

Dates of Meetings: Municipal Year 2018/19

2018	2019
14 June	10 January
12 July	14 February
16 August	14 March
13 September	11 April
11 October	
15 November	
13 December	

CONDUCT OF MEETING

TERMS OF REFERENCE

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

RULES OF PROCEDURE

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

BUSINESS TO BE DISCUSSED

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

QUORUM

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

DISCLOSURE OF INTERESTS

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

DISCLOSABLE PECUNIARY INTERESTS

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

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

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

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

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

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

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

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

- a) the total nominal value 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
- 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 AND CHANGES IN PANEL MEMBERSHIP (IF ANY)

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

2 DISCLOSURE OF PERSONAL AND PECUNIARY INTERESTS

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

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

3 DECLARATIONS OF SCRUTINY INTEREST

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

4 DECLARATION OF PARTY POLITICAL WHIP

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

5 STATEMENT FROM THE CHAIR

6 MINUTES OF THE PREVIOUS MEETING (INCLUDING MATTERS ARISING)

(Pages 1 - 2)

To approve and sign as a correct record the Minutes of the meetings held on 11th October, 2018 and to deal with any matters arising, attached.

7 CONSULTATION ON FUTURE USE OF GLEN LEE AND HOLCROFT HOUSE RESIDENTIAL HOMES (Pages 3 - 16)

Report of the Cabinet Member for Adult Care on the future use of Glen Lee and Holcroft House residential care homes.

8 HOMELESSNESS PREVENTION STRATEGY 2018-2023 (Pages 17 - 30)

Report of the Cabinet Member for Homes and Culture requesting that the Committee consider the draft Homelessness Prevention Strategy and highlight any matters which Members feel should be taken into account by the Executive when reaching a decision.

9 REDUCING DOMESTIC ABUSE AND PREVENTING PEOPLE FROM BECOMING PERPETRATORS OF DOMESTIC ABUSE IN SOUTHAMPTON (Pages 31 - 36)

Report of the Director of Legal and Governance requesting that the Committee consider and approve the terms of reference for a scrutiny inquiry looking at reducing domestic abuse and preventing people from becoming perpetrators of domestic abuse in Southampton.

10 MONITORING SCRUTINY RECOMMENDATIONS TO THE EXECUTIVE
(Pages 37 - 40)

Report of the Director of Legal and Governance enabling the Overview and Scrutiny Management Committee to monitor and track progress on recommendations made to the Executive at previous meetings.

11 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 and appendix to the following Item

Confidential report and appendix contain information deemed to be exempt from general publication based on Category 3, 5 and 7A of paragraph 10.4 of the Council's Access to Information Procedure Rules. If the content of this report were to be treated as a public document it would reveal information that is both commercially sensitive and detrimental to the business affairs of the Council.

12 STRATEGIC SERVICES PARTNERSHIP UPDATE (Pages 41 - 48)

Confidential report of the Service Director, Digital and Business Operations updating the Committee on developments with regards to the Strategic Services Partnership.

Wednesday, 7 November 2018

Director of Legal and Governance

SOUTHAMPTON CITY COUNCIL
OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE
MINUTES OF THE MEETING HELD ON 11 OCTOBER 2018

Present: Councillors Fitzhenry, Galton (Vice-Chair), Harwood, Whitbread, Bell, Kataria and Savage

Apologies: Councillors P Baillie and Furnell and Appointed Members Rob Sanders and Catherine Hobbs

Also in attendance: Councillor Fielker – Cabinet Member for Adult Care
Councillor Chaloner – Cabinet Member for Finance and Customer Experience

COUNCILLOR GALTON IN THE CHAIR

20. APOLOGIES AND CHANGES IN PANEL MEMBERSHIP (IF ANY)

The Committee noted the apologies of Councillors P Baillie and Mitchell and Appointed Members Catherine Hobbs and Rob Sanders. The Committee also noted that following receipt of the temporary resignation of Councillor Mitchell from the Overview and Scrutiny Management Committee, the Director of Legal and Governance, acting under delegated powers, had appointed Councillor Savage to replace her for the purposes of the meeting.

21. MINUTES OF THE PREVIOUS MEETING (INCLUDING MATTERS ARISING)

RESOLVED that the minutes of the 13th September, 2018 Overview and Scrutiny Management Committee be approved and signed as a correct record.

22. UPDATE ON THE FUTURE OF THE KENTISH ROAD SITE

The Committee considered the report of the Cabinet Member of Adult Care providing a progress update regarding implementation of recent decisions made by the Council with respect to the Kentish Road site.

RESOLVED that:

- i) the Cabinet Member explores opportunities to externally validate the statistics as it relates to the demand and occupancy levels of the Kentish Road Respite Service;
- ii) the Cabinet Member considers immediately re-opening the Kentish Road Respite Service 24 hours a day, 7 days a week whilst a long term vision for the Kentish Road site is developed; and
- iii) officers within Legal and Governance advise on the legality of individuals being able to access and purchase Local Authority provider services, including at Kentish Road using direct payments paid to them pursuant to the Care Act 2014.

23. **MEDIUM TERM FINANCIAL STRATEGY UPDATE 2018/19 TO 2022/23**

To consider the report of the Finance and Customer Experience providing an update to the Medium Term Financial Strategy and both the General Fund and HRA budget, approved by Council in February 2018, for the period of 2018/19 to 2022/23.

RESOLVED that:

- i) officers provide the Committee with details on the contract savings proposal (£245k) outlined in the Cabinet papers; and
- ii) reflecting different figures quoted on the occupancy levels of the care homes, the Committee was provided with the rationale behind the proposed closure of Glen Lee and Holcroft House Care Homes.

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

The Committee received and noted the report of the Director of Legal and Governance detailing the actions of the Executive and monitoring progress of the recommendations of the Committee.

DECISION-MAKER:	OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE		
SUBJECT:	CONSULTATION ON FUTURE USE OF GLEN LEE AND HOLCROFT HOUSE RESIDENTIAL HOMES		
DATE OF DECISION:	15 NOVEMBER 2018		
REPORT OF:	CABINET MEMBER FOR ADULT CARE		
<u>CONTACT DETAILS</u>			
AUTHOR:	Name:	Sharon Stewart	Tel: 023 8083 2660
	E-mail:	sharon.stewart@southampton.gov.uk	
Director	Name:	Paul Juan	Tel: 023 8083 2530
	E-mail:	paul.juan@southampton.gov.uk	

STATEMENT OF CONFIDENTIALITY	
NOT APPLICABLE	
BRIEF SUMMARY	
<p>On 16 October 2018, Cabinet approved a consultation on the Executive's draft budget proposals. This included a consultation on the future of Glen Lee and Holcroft House residential care homes, which runs from 24 October 2018 to 16 January 2019. The preferred option is to close both care homes, which is forecast to save £1.3M per year from April 2020. People who live in the homes would be supported to move to alternative residential or nursing homes, following a full review of their needs and taking into account their and their families' preferences.</p>	
RECOMMENDATIONS:	
(i)	That the Committee notes the report and, if agreed, submits a response to the consultation on the future of Glen Lee and Holcroft House residential care homes.
REASONS FOR REPORT RECOMMENDATIONS	
1.	This report has been provided at the request of the Chair of the Committee.
ALTERNATIVE OPTIONS CONSIDERED	
2.	Not applicable, as the alternative would be to not provide a report for the Committee. The options under consideration as part of the budget proposal are detailed below.
DETAIL (Including consultation carried out)	
3.	<p>The following options for Glen Lee and Holcroft House have been put forward as part of the consultation:</p> <p>A: Close both homes (the preferred option at this stage). Other providers would continue to provide residential care where this is needed, while the council focused on supporting people at home or in housing with care. For people who currently live in the two homes, this would mean that alternative care and support would have to be put in place. Thorough assessments would need to be undertaken of each individual resident of the homes to determine their needs and how they could best be met in future. These</p>

	<p>would take into account the views and preferences of the person, as well as their families, carers and where appropriate their independent advocates. This option would save the council £1.3 million per year.</p> <p>B: Close one home. This would mean that either Glen Lee or Holcroft House remained open, whilst the other closed. For people who currently live in the home that was closed, this would mean that alternative care and support would have to be put in place (as above). This option would save the council £913,000 a year if Glen Lee was closed, and £413,000 a year if Holcroft House was closed.</p> <p>C: Re-model one home to support people with more complex needs. Fewer residents could be supported, as space would need used to put in place facilities like larger rooms, more toilet and bathing facilities and access for specialist beds. It would mean that alternative care and support would have to be put in place for some people who currently live in the homes. It would also require significant investment. Over the 2011 to 2018 period, the use of residential care as a setting for people with dementia declined by 30%. This is the greatest decline in use across all need groups.</p> <p>D: Refurbishing the homes to improve facilities, for example to provide en suite personal bathrooms and toilet facilities and facilities that would allow couples to continue living together. This would mean that fewer residents could be supported, as space would need used to put in place such facilities. It would mean that alternative care and support would have to be put in place for some people who currently live in the homes, as the number of rooms would decrease, which would impact on the homes' ability to cover its costs. It would also require additional investment, which is set out in paragraph 17 below.</p> <p>E: Keep both homes open. This option would mean that both homes stayed open, as they are now, and the council would try to ensure the homes had as few vacancies as possible by marketing them to people who pay for their own care.</p> <p>The consultation on these and any other options that may be put forward closes on 16 January 2019 and are scheduled to be considered by Cabinet on 19 February 2019 before a decision at full Council on 20 February 2019.</p>
4.	<p>Southampton City Council runs two residential homes, Holcroft House and Glen Lee. Holcroft House is a 34 bedded unit and Glen Lee is a 33 bedded unit. Both are Care Quality Commission (CQC) registered residential units providing short and long term care for adults living with a dementia. Both homes are rated as "good" by CQC. In Glen Lee, the accommodation is provided over two floors accessed by a passenger lift. In Holcroft House, accommodation is provided on one floor.</p>
5.	<p>Glen Lee currently has 11 permanent residents and Holcroft House has 27 permanent residents. Permanent admissions to both homes have been suspended pending the outcome of the consultation and the decision in February 2019. In the meantime, respite placements being offered in both homes, these placements are short term and will not be affected by any decision to close the homes.</p>

6.	Admissions to Glen Lee were suspended from 5 January 2018 to 25 April 2018 while quality improvements were carried out in response to a safeguarding investigation. Between April and August 2018, the home was limited to a maximum of one new admission per week, to allow time for the quality improvements to become embedded. The Care Quality Commission (CQC) had previously rated Glen Lee as “requiring improvement”. As part of the improvement action plan and quality concerns raised, the council employed an Interim Registered Manager and an Interim Quality and Compliance Manager. Staffing levels at Glen Lee were maintained during this period to allow for training and improvements to be made within the home. The CQC carried out a further inspection of Glen Lee on 26 July 2018 (report published on 8 September 2018), when it was given an overall rating of “good”, with each individual category also rated as “good” (safe, effective, caring, responsive, well-led).
7.	Holcroft House was inspected by the CQC on 1 May 2018 (report published on 22 June 2018), when it was given an overall rating of “good”.
8.	There are currently 36 homes that are CQC registered with dementia care in or near the border of Southampton. There is an over provision of residential homes within the city, with 70 vacancies for residential care in October 2018. These homes offer placements to people funded by the council. There are other homes in addition to these that offer placements to people who pay for their care themselves.
9.	Both Glen Lee and Holcroft House are dated buildings, and whilst the quality of the care by staff is good, the facilities no longer meet modern standards. The council’s aspiration is that, where possible, all homes in the city can provide residents with personal and private space such as en-suite personal bathrooms and toilet facilities.
10.	The council seeks to ensure that accommodation is designed to meet the needs of people with all disabilities including dementia, has the best modern technology and allows couples to continue living together where this is what they want. Bringing Glen Lee and Holcroft House up to this standard, or remodelling them to provide more intensive support for people with more complex needs, would require significant investment.
11.	<u>Cost of agency and interim staff</u> Currently there is a forecast overspend in the current financial year (2018/19) of £540k in the residential units, due to agency costs. The overspend was not a factor when considering the current proposals. Residential homes have to provide staff numbers that are proportionate to the needs of the residents and this is stipulated by the Care Quality Commission (CQC). The forecast overspend is due to ensuring adequate to cover sickness and annual leave to ensure the safety and welfare of the residents in both of the units.
12.	In order to address the quality concerns outlined in paragraph 6 above and to provide assurance that the homes are providing a good quality of care, an Interim Registered Manager was employed at Glen Lee, and an Interim Quality and Compliance Manager was employed to work across both homes. A permanent Registered Manager has now been recruited at Glen Lee and

	the Registered Managers and Service Manager have taken on the role of ensuring service quality within a new assurance governance framework.
13.	Appendix 1 sets out further details of how each home is staffed, in accordance with CQC requirements and taking into account the number and needs of people living at the homes at the time.
14.	Both homes are impacted by high levels of sickness, which managers are addressing through the council's absence policy. Holcroft House has lost over 11,500 hours in the last 12 months. 10,000 hours have been lost through long term sickness. There have been two members of staff that have had a stroke but following rehabilitation have been able to return to work. Appendix 2 provides further sickness absence data relating to the homes.
15.	As part of the in-year budget turnaround plan, the council plans to employ up to 10 additional staff care across the two homes, initially on a fixed term basis, in order to work across the two homes when required as an alternative to employing agency staff. These staff will work three shifts covering 24 hours a day, and can be utilised where the greatest need is. The plan also includes a proposal for current staff to work more flexibly across both homes, where appropriate. This plan is subject to consultation with trade unions and approval.
16.	<p><u>Cost of re-provision of care currently provided at Glen Lee and Holcroft House</u></p> <p>Over the 2011 to 2018 period, the use of residential care as a setting for people aged over 65 living with dementia has declined by 30%. All of the people currently living at Glen Lee and Holcroft House are aged over 65. This is the greatest decline in use across all need groups. Over the same period the use of nursing care for people with dementia has increased by 86%. While this is from a lower starting point, the significant increase, and the need to meet this growing demand, is reflected in the council's current and future focus on increasing the supply of nursing care for people with dementia and complex needs.</p> <p>It is not possible to give an exact costing at this stage for re-provision of the residents of Glen Lee and Holcroft House, as there is an element of personal choice in the decisions made by families about future care. In the consultation documentation, calculations were based on an average rate to provide residential care with dementia in Southampton. The residential homes within Southampton City Council are sourced by a central team, the Care Placement Service. The weekly costs for residential care for people without challenging behaviour are based on two tiers (tier 1 and tier 2). These tiers apply to the current residents at Glen Lee and Holcroft House.</p> <p>Tier 3 is for residential care for people with challenging behaviours and tier 4 and tier 5 is for nursing care. Glen Lee and Holcroft House are currently not designed or staffed to support people with these more complex residential or nursing needs.</p> <p>Rates for tiers 1 and 2 are given in the table below:</p>

Tier 1	474.18	Contract Rate
Tier 2 (mid)	562.09	Dementia Care with some additional needs
Tier 2 (top)	650.00	Dementia Care with additional needs

At time of writing, there are 38 permanent residents in both homes. 27 in Holcroft and 11 in Glen Lee.

Based on the above scenarios and assumptions savings net of the re-provision costs of care and support in alternative placements are therefore:

Tier	Projected Saving based on re-provision tier
Tier 1	1,755,563
Tier 2 (med cost)	1,581,853
Tier 2 (top cost)	1,408,143

The table above gives the total amount of savings that could be achieved if all residents had re-provisioned care at each tier rather than the average cost of future placement.

17. Cost of remodelling

Southampton City Council continues to explore a variety of different schemes at the Glen Lee site, with estimated costs ranging from £1.8M to provide nine nursing beds, with four en suite rooms, to approximately £5.9m to create a 32 bed complex needs unit with en-suite facilities. These are indicative figures and require further work to develop more detailed specifications.

18. Last year, a scheme to remodel Holcroft House to provide some nursing care in one wing (with additional costs for renovation) was estimated to cost £1.75m.

19. Demand modelling

Despite an increasing older person's population – increased by 12% between 2014 and 2018, and due to increase further, the council's use of residential care settings for people over the age of 65 has reduced during that same period from 416 in March 2014 to 330 in September 2018 (21% reduction). The trend is even more marked over an eight-year period from 2011 to 2018 – 27% reduction. At the same time however, demand for nursing care has been increasing, reflecting a change in how need is met, as residential settings provide care for only the most complex of clients. Appendix 2 sets out further details regarding the predicted need for residential care within Southampton City.

20. Questions submitted by UNISON and Unite the Union

34 questions were submitted to the Chair of the Committee by UNISON and Unite the Union representatives on the day before this report's publication. Officers will endeavour to provide written answers to members of the Committee in advance of its meeting on 15 November 2018.

RESOURCE IMPLICATIONS																																							
<u>Capital/Revenue</u>																																							
21.	<p>As a result of reductions in funding from central government, the council has had to make £136.4 million savings over the last seven years and there is a need to make another £15.05 million savings by 2020/21. Closing these homes would save the council £1.3 million a year, which would help to deliver a balanced budget.</p> <table border="1"> <thead> <tr> <th>Account Type</th> <th>Glen Lee</th> <th>Holcroft House</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Salary Costs</td> <td>1,267,700</td> <td>1,267,500</td> <td>2,535,200</td> </tr> <tr> <td>Non Pay Staffing Costs</td> <td>-37,200</td> <td>-38,500</td> <td>-75,700</td> </tr> <tr> <td>Premises</td> <td>41,200</td> <td>43,200</td> <td>84,400</td> </tr> <tr> <td>Transport</td> <td>1,300</td> <td>0</td> <td>1,300</td> </tr> <tr> <td>Supplies & Services</td> <td>67,300</td> <td>80,100</td> <td>147,400</td> </tr> <tr> <td>Total Cost</td> <td>1,340,300</td> <td>1,352,300</td> <td>2,692,600</td> </tr> <tr> <td>Client Income contributions</td> <td>-203,200</td> <td>-333,800</td> <td>-537,000</td> </tr> <tr> <td>Net Cost</td> <td>1,137,100</td> <td>1,018,500</td> <td>2,155,600</td> </tr> </tbody> </table>			Account Type	Glen Lee	Holcroft House	Total	Salary Costs	1,267,700	1,267,500	2,535,200	Non Pay Staffing Costs	-37,200	-38,500	-75,700	Premises	41,200	43,200	84,400	Transport	1,300	0	1,300	Supplies & Services	67,300	80,100	147,400	Total Cost	1,340,300	1,352,300	2,692,600	Client Income contributions	-203,200	-333,800	-537,000	Net Cost	1,137,100	1,018,500	2,155,600
Account Type	Glen Lee	Holcroft House	Total																																				
Salary Costs	1,267,700	1,267,500	2,535,200																																				
Non Pay Staffing Costs	-37,200	-38,500	-75,700																																				
Premises	41,200	43,200	84,400																																				
Transport	1,300	0	1,300																																				
Supplies & Services	67,300	80,100	147,400																																				
Total Cost	1,340,300	1,352,300	2,692,600																																				
Client Income contributions	-203,200	-333,800	-537,000																																				
Net Cost	1,137,100	1,018,500	2,155,600																																				
22.	<p>The report of the Cabinet Member for Finance and Customer Experience considered at a Cabinet Meeting on 18 September 2018 (Corporate Revenue Financial Monitoring for period to the end of June 2018) estimated the forecast overspend in the residential care homes for 2018/19 to be £0.49M. The report lists the following reasons for the forecast overspend: there has been a significant increase in the use of temporary staffing at the Glen Lee and Holcroft [House] residential care homes. This is due to Care Quality Commission recommendations being implemented following the recent inspection of Glen Lee and long term sickness and vacancies at Holcroft [House] care home. The figures for the period to the end of September 2018 will be reported to Cabinet in due course.</p>																																						
<u>Property/Other</u>																																							
23.	<p>Since the launch of the consultation, a private residential care provider has expressed an interest in taking over the residential care homes and this is being explored.</p>																																						
LEGAL IMPLICATIONS																																							
<u>Statutory power to undertake proposals in the report:</u>																																							
24.	<p>The legal implications are as set out in the report approving the consultation, approved by Cabinet on 16 October 2018.</p>																																						
<u>Other Legal Implications:</u>																																							
25.	<p>Assessments of residents' needs will be conducted under the Care Act 2014 and Mental Capacity Act 2005, as appropriate.</p>																																						
RISK MANAGEMENT IMPLICATIONS																																							

26.	An Equality and Safety Impact Assessment (ESIA) was published with the papers considered by Cabinet on 16 October 2018. Any immediate impacts on current residents are being monitored by care staff and social workers. The council is working with Choices Advocacy to ensure that residents have an opportunity to respond to the consultation, as far as possible and appropriate. Relatives and other interested parties have the opportunity to feedback their views through a series of planned consultation meetings and events, by completing a questionnaire or in writing. A Project Board has been established to oversee the consultation and to ensure any risks associated with the proposals are identified and ensure that all reasonable steps are taken to mitigate those risks.
-----	---

POLICY FRAMEWORK IMPLICATIONS

27.	These proposals support the council's priority outcome of supporting people to live safe, healthy, independent lives.
-----	---

KEY DECISION?	Yes/No
---------------	--------

WARDS/COMMUNITIES AFFECTED:	None directly by this paper
-----------------------------	-----------------------------

SUPPORTING DOCUMENTATION

Appendices

1.	Staffing Ratios
2.	Sickness Data
3.	Future Demand Modelling

Documents In Members' Rooms

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

Do the implications/subject of the report require an Equality and Safety Impact Assessment (ESIA) to be carried out.	Yes/No
--	--------

Data Protection Impact Assessment

Do the implications/subject of the report require a Data Protection Impact Assessment (DPIA) to be carried out.	Yes/No
---	--------

Other Background Documents
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.	Budget and consultation papers are available on the council's website at www.southampton.gov.uk/budget Not applicable

This page is intentionally left blank

Agenda Item 7

Appendix 1

Cost of Agency Staff per month per home:

Glen Lee and Holcroft Agency/TEA Spend as at 1.11.18										
		1718 Year End	Apr	May	Jun	Jul	Aug	Sep	Oct	
Sum of Amount		True Period								
Type	Description	201800	201801	201802	201803	201804	201805	201806	201807	Grand Total
Agency	Glen Lee	2,926	59,724	61,603	41,765	44,462	51,432	27,232	9,017	298,162
	Holcroft	630	22,228	23,919	28,624	19,785	20,521	15,168	26,832	157,708
Agency Total		3,556	81,952	85,522	70,390	64,247	71,953	42,400	35,849	455,870
TEA Recharge	Holcroft	-3,827	12,424	9,998	3,451	9,089	5,860	3,280		40,276
TEA Recharge Total		-3,827	12,424	9,998	3,451	9,089	5,860	3,280		40,276
Grand Total		-271	94,376	95,521	73,841	73,336	77,814	45,681	35,849	496,146

Number of Staff including grades and FTE:

Glen Lee

Roles	People	FTE	Vacancy
Registered Manager	1	1	
Care co-ordinator	8 (+3 appointed)	5.35 (+1.89 appointed)	
Night Care Co-ordinator	3	2.35	
Housekeeper	6	4.26	
Kitchen Assistant	3	2.03	
Carers (Day/Night)	19	13.84	
Activity Co-ordinator	1	0.81	
Business support Admin	1	1.00	
Cook	2	1.73	
Total	44 (+3 appointed) = 47	32.37 (+1.89 appointed) = 34.26	

Holcroft House

Roles	People	FTE	Vacancy
Registered Manager	1	1	
Care co-ordinator	7 (+2 appointed)	5.88 (+1.3 appointed)	
Night Care Co-ordinator	2	1.28	
Housekeeper	5	4.20	
Cook	2	1.61	
Kitchen Assistant	4	2.58	
Carers (Day/Night)	20	15.78	
Resource Centre Admin	2	1	
Total	43 (+2 appointed) = 45	33.33 (+1.3 appointed) = 34.63	

Both Homes

Roles	People	FTE	Vacancy
Registered Manager	2	2	
Care co-ordinator	15	11.23	
Night Care Co-ordinator	5	3.63	
Housekeeper	11	8.46	
Kitchen Assistant	7	4.61	
Carers (Day/Night)	39	29.62	
Activity Co-ordinator	1	0.81	
Resource Centre Admin	2	1	
Business support Admin	1	1.00	
Cook	4	3.34	
Total	87(+5 appointed) = 92 people	65.7 (+3.19 appointed) = 67.89 FTE	

Agenda Item 7

Appendix 2

Number of Sick days per unit:

Please see below for the current sickness data, the table shows the number of employees off sick over the last rolling 12 months and what that equated to in days lost and hours lost to sickness absence:

Row Labels	No. of employees off sick over rolling 12 months	Total Days Lost	Total Hours Lost
Glen Lee	53	479	4,664
Holcroft House	81	1,178	11,560

The corporate sickness stats we report on for the two homes, over the last two years are as per below:

Row Labels	No. of Sickness Days Lost per FTE Employee (Current)	No. of Sickness Days Lost per FTE Employee (17/18)
Glen Lee	19.22	19.07
Holcroft House	48.33	37.41

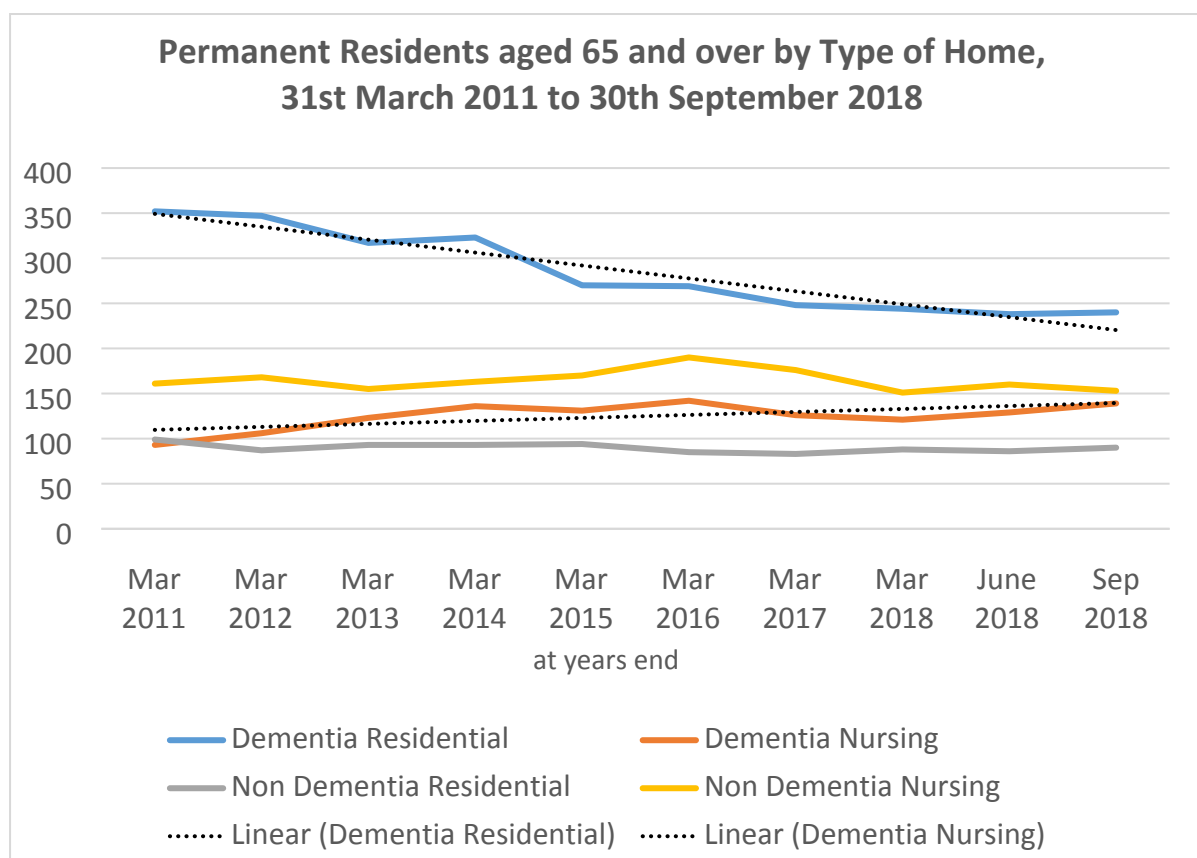
This page is intentionally left blank

Managing the appropriate use of residential care in Southampton – November 2018

The use of residential care to meet the needs of Southampton’s ageing population has declined in recent years. This reflects changed care and support services in the city, mirroring similar changes across most of the UK, and an increased emphasis on enabling people to stay at home or in their local community for longer.

Declining use of residential care

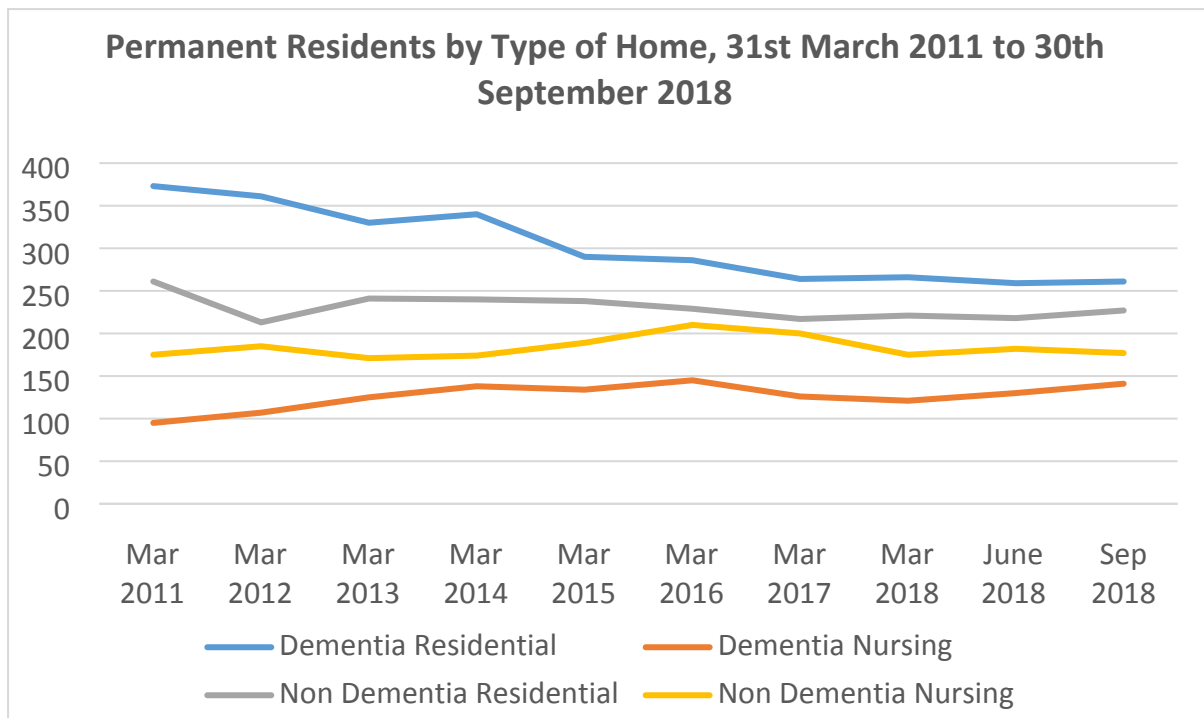
Despite an increasing older person’s population – increased by 12% between 2014 and 2018, and due to increase further, the council’s use of residential care settings has reduced during that same period from 416 in March 2014 to 330 in September 2018 (21% reduction). The trend is even more marked over an eight-year period from 2011 to 2018 – 27% reduction. At the same time however, demand for nursing care has been increasing, reflecting a change in how need is met, as residential settings provide care for only the most complex of clients.



Demand for residential care for adults with social care needs has fallen over many years and this trend is expected to continue. People are increasingly able to maintain their independence by receiving care in their own home or within schemes modelled on tenancy-based provision of care and support.

Demand for appropriate settings to meet dementia care needs

Over the 2011 to 2018 period, the use of residential care as a setting for people with dementia declined by 30%. This is the greatest decline in use across all need groups.



Over the same period the use of nursing care for people with dementia increased by 86%. While this is from a lower starting point, the significant increase, and the need to meet this growing demand, is reflected in the council’s current and future focus on increasing the supply of nursing care for people with dementia and complex needs. At the same time the council is looking to find further alternatives to residential care settings for all need groups

Agenda Item 8

DECISION-MAKER:	OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE		
SUBJECT:	HOMELESSNESS PREVENTION STRATEGY 2018 - 2023		
DATE OF DECISION:	15 NOVEMBER 2018		
REPORT OF:	CABINET MEMBER FOR HOMES AND CULTURE		
<u>CONTACT DETAILS</u>			
AUTHOR:	Name:	Liz Slater - Service Lead, Assessment, Planning and Options Housing, Adults and Communities	Tel: 023 8083 2582
	E-mail:	liz.slater@southampton.gov.uk	
Director	Name:	Paul Juan – Service Director, Adults, Housing and Communities	Tel: 023 8083 2530
	E-mail:	Paul.juan@southampton.gov.uk	
STATEMENT OF CONFIDENTIALITY			
NOT APPLICABLE			

BRIEF SUMMARY

The Homelessness Act 2002 requires the Local Authority to review all forms of homelessness in the city and produce a new Homelessness Strategy, based on the review findings, every five years.

This is the fourth Homelessness Prevention Strategy the city of Southampton has produced since the Homelessness Act 2002. The strategy builds on the successes of the previous strategy (2013-2018) and has been developed in the context of the new provisions and duties of the Homelessness Reduction Act 2017 which came into force in April 2018.

A Homelessness Prevention Review for Southampton was completed and published in June 2018. This determined the extent to which Southampton's population is homeless or at risk of becoming homeless, whether this is likely to change in the future, what is currently being done and by whom, and what resources are available to prevent and tackle homelessness.

The draft strategy has been developed in partnership with key stakeholders involved in homelessness across the city. Evidence from the review, as well as a number of surveys and stakeholder engagements have been used to inform and develop the Homelessness Prevention Strategy 2018 – 2023. The new objectives reflect our findings, focusing on 4 key themes:

1. Early Intervention to stop people becoming homeless or having to sleep rough;
2. Providing support to people who are homeless to address their needs and avoid repeat homelessness;
3. Provide adequate temporary accommodation for short periods only; and
4. Maximise access to affordable and appropriate homes in the city.

The draft Homelessness Prevention Strategy 2018 – 2023 is included at Appendix 1.

The strategy takes account of the new and emerging challenges and opportunities

<p>created by the Homelessness Reduction Act 2017, and evidence from the Joint Strategic Needs Assessment (JSNA). This Act strengthens the duty to prevent homelessness and intervene earlier by developing a homeless prevention and relief plan for those where homelessness is threatened, as well as introducing a new requirement for public authorities to refer service users who they think are threatened with losing their home for housing advice.</p>	
<p>RECOMMENDATIONS:</p>	
(i)	<p>That the Committee discuss the issues raised in the report and highlight any matters which Members feel should be taken into account by the Executive when reaching a decision.</p>
<p>REASONS FOR REPORT RECOMMENDATIONS</p>	
1.	<p>It is a statutory requirement for Local Authorities to review homelessness within its district every 5 years and produce a strategy which focuses on:</p> <ul style="list-style-type: none"> • Preventing homelessness in their district; • Securing that sufficient accommodation is and will be available for people in their district who are or may become homeless; • Securing the satisfactory provision of support for people in their district.
<p>ALTERNATIVE OPTIONS CONSIDERED AND REJECTED</p>	
2.	<p>None</p>
<p>DETAIL (Including consultation carried out)</p>	
<p>Background</p>	
3.	<p>There is a legislative requirement under the Homelessness Act 2002 for Local Authorities to develop a Homelessness Prevention Strategy every 5 years. It must detail how the council intends to prevent homelessness within its district and secure sufficient accommodation and support for those who are homeless or at risk of becoming homeless. Local Authorities must inform the strategy by conducting a review of local homeless needs in its area. It should set out the levels, and likely future levels of homelessness in the district and include any activities which the local authority are contributing to, to prevent homelessness.</p>
4.	<p>The Southampton Homelessness Prevention Review 2018 was completed and published on the Southampton Public Health Intelligence website in June. A link to the report is shown here: http://www.publichealth.southampton.gov.uk/healthintelligence/jsna/homelessness-prevention.aspx</p> <p>The review highlights a number of successes Southampton has achieved through the last strategy, such as:</p> <ul style="list-style-type: none"> • Southampton City Council currently manage roughly 148 family units of temporary accommodation across the city • Southampton City Council further commission an additional 153 bed spaces for single adults, young people and young parents who are homeless, with support • Southampton has a higher rate of cases where positive action, such as mediation and intervention, was taken to prevent households becoming homeless, compared to the England average. • There was a 24% decrease in homelessness acceptances in Southampton

	<p>between 2012/13 - 2015/16, from 196 acceptances to 149. This is better than the national average, which saw a 38% increase in the same period. However, latest figures indicate that this has risen again in Southampton to 258 homelessness acceptances for 2016/17.</p> <ul style="list-style-type: none"> • The number of young people referred for Housing Related Support (HRS) has decreased from 140 in 2012/13 to 97 in 2016/17. • The average length of stay in bed and breakfasts in 2016/17 was 11.6 days, which is much shorter than the statutory limit of 6 weeks. • 146 people were offered a bed and support to secure other accommodation through our Severe Weather Emergency Provision between November 2017 and March 2018. • A cross sector homelessness group comprising individuals from faith groups, the voluntary sector, businesses and statutory agencies have recently launched the Southampton Homelessness Charter and a Street Support website designed to work to combat street sleeping and begging.
5.	<p>The review, however, also identified a number of challenges for Southampton going forward:</p> <ul style="list-style-type: none"> • National evidence shows that rough sleeping is often associated with alcohol, substance misuse and complex mental health needs. In Southampton, hospital admissions for both alcohol and poisoning by illicit drugs are higher than the national average. In total, 683.4 hospital admissions for alcohol related conditions per 100,000 population compared to the national average of 610 per 100,000 population and 45.9 illicit drug related admissions per 100,000 compared to the England average of 25.4. • The numbers of people sleeping rough in Southampton is higher than the national average (0.20 per 1,000 household compared with Southampton 0.28 per 1,000 household) but better than other South East cities such as Portsmouth at 0.46 per 1000 households, according to The Department for Communities and Local Government 2017 • The most common reasons for homelessness in Southampton is the end of a private rented Assured Shorthold Tenancy (AST – rising from 43 acceptances in 2015/16 to 103 in 2017/18) a situation that is common across many other areas. • Increasing housing costs across the county contributes to increasing levels of homelessness. According to the affordability ratio (Public Health England) Southampton has less housing which is considered ‘affordable’ to local residents than England as a whole, but is more affordable than the wider Hampshire area. • Nationally, advice services indicate that some landlords may be increasingly reluctant to rent to benefit claimants due to the changes introduced with welfare reforms, which could put more pressure on housing • Local Housing Allowance (LHA) does not cover the average cost of rent in Southampton, for example LHA for a one bedroom property is £506 but the average rental amongst the lower priced properties is £550 (Valuation Office Agency). • People with dependent children make up the largest ‘priority need’ group of people who are homeless in Southampton. • Southampton has a higher proportion of children living in poverty (30.3%) than the England average (27.3%) according to The Centre for Research in Social Policy 2017 (CRSP). Page 19

	Strategy Development
6.	In reviewing the strategy, an initial survey was developed and circulated to key stakeholders across the city, who have first-hand experience in addressing issues around homelessness in Southampton. The survey was live from 30 January 2018 until 1 March 2018.
7.	<p>A total of 33 stakeholders completed the survey, including representatives from Southampton City Council, No Limits, Go Southampton, Solent NHS Trust, The Salvation Army, Society of St James and many other organisations. The engagement included a face-to-face meeting with the National Probation Service and Community Rehabilitation Company to ascertain their views. The feedback from this survey identified a number of considerations for developing the new strategy. They said:</p> <ul style="list-style-type: none"> • “We need to maximise the number of available homes in the city to all sectors of the community including homeless people, including more temporary accommodation.” • “Housing needs to be affordable and of a suitable standard that promotes health and wellbeing, with a view to sustaining a tenancy.” • “We need services that can offer early interventions and support to individuals and families starting to experience problems that could lead to them becoming homeless.” • “There should be more cooperation with private landlords to encourage confidence and balance the demands of accommodation for homeless.” • “We should support those with complex needs to engage with services and improve outcomes for all vulnerable people, including those people who find themselves sleeping rough.” • “We should adopt a citywide, multi-agency approach to homelessness prevention.”
8.	<p>As a result of the feedback gathered from both the homelessness review, a number of stakeholder workshops and the survey, a list of objectives for the draft strategy was developed. The draft Homelessness Prevention Strategy 2018/23 focuses on four key objectives. They are:</p> <ol style="list-style-type: none"> 1. Early Intervention to stop people becoming homeless or having to sleep rough; 2. Providing support to people who are homeless to address their needs and avoid repeat homelessness; 3. Provide adequate temporary accommodation for short periods only; and 4. Maximise access to affordable and appropriate homes in the city.
9.	A further survey went live to stakeholders and the public from 31 August to 17 September 2018 to gather stakeholder feedback on the objectives and commitments which are proposed for the Homelessness Prevention Strategy 2018-2023. A total of 229 people responded to the survey, including residents and visitors of Southampton, employees or volunteers working with people who are homeless and people who are currently homeless or who have been homeless. The results of the survey were very positive, with the overall majority of respondents in favour of the proposed objectives, and the commitments behind them. A summary of the results of the public and stakeholder survey can be found at Appendix 2.
10.	Findings from the survey were then taken to a stakeholder engagement workshop

	which was held on 5 October 2018. Representatives from organisations across the city attend this meeting, including delegates from Southampton City Council, Solent NHS Trust, Department for Work and Pensions, The Salvation Army, Society of Saint James, Street Pastors, Citizens Advice, Two Saints, Avenue Church Deposit Scheme, No Limits and more. At the workshop, delegates were given an opportunity to review and give feedback on the draft strategy through a round table discussion, as well as exploring how partners can work together to deliver the strategic objectives.
11.	The Homelessness Prevention Strategy 2018 – 2023 will be monitored over the course of its 5 year implementation by the Southampton Homelessness Steering group, where the action plan will be regularly monitored and annually reviewed.
RESOURCE IMPLICATIONS	
<u>Capital/Revenue</u>	
12.	There are no direct financial implications arising from the adoption of the Homelessness Prevention Strategy. Any indirect financial implications will need to be contained within existing budgets.
<u>Property/Other</u>	
13.	None
LEGAL IMPLICATIONS	
<u>Statutory power to undertake proposals in the report:</u>	
14.	The duty to undertake a homelessness review is set out in section 2(1) of the Homelessness Act 2002.
15.	The duty for Local Authorities to develop and implement a Homelessness Prevention Strategy is set out in section 3(1) of the Homelessness Act 2002.
<u>Other Legal Implications:</u>	
16.	Section 17 of the Crime and Disorder Act 1998 (as amended), requires responsible authorities to consider crime and disorder in the exercise of all of their duties, activities and decision making. Such authorities must exercise their functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can, to prevent crime and disorder in its area. The Strategy will be delivered in accordance with this section 17 duty, as well as the Council's duties under the Human Rights Act 1998 and the Equality Act 2010.
RISK MANAGEMENT IMPLICATIONS	
17.	No implications at this stage.
POLICY FRAMEWORK IMPLICATIONS	
18.	The Strategy is consistent with and not contrary to the Council's policy framework. The Homelessness Prevention Strategy will support the delivery the following strategic outcomes, as set out in the Council Strategy 2016-2020: <ul style="list-style-type: none"> • Children and young people get a good start in life • People in Southampton live safe, healthy, independent lives • Southampton is a modern, attractive city where people are proud to live and work.

KEY DECISION?	No	
WARDS/COMMUNITIES AFFECTED:	All wards	
<u>SUPPORTING DOCUMENTATION</u>		
Appendices		
1.	Draft Homelessness Prevention Strategy 2018 - 2023	
2.	Southampton Public and Stakeholder Engagement summary	
Documents In Members' Rooms		
1.	None	
Equality Impact Assessment		
Do the implications/subject of the report require an Equality and Safety Impact Assessment (ESIA) to be carried out.		Yes
Data Protection Impact Assessment		
Do the implications/subject of the report require a Data Protection Impact Assessment (DPIA) to be carried out.		No
Other Background Documents		
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.	Southampton Homelessness Prevention Review http://www.publichealth.southampton.gov.uk/images/homelessness-prevention-review-june-2018.pdf	

Draft Southampton Homelessness Prevention Strategy 2018-2023 - “Preventing Homelessness together”

Homelessness is not having a legal right to occupy a home that you call your own, or your home is unsuitable to live in. People become homeless for lots of different reasons, and can be at risk of homelessness at different stages in their lives. Homelessness is about more than just rough sleeping, people can be homeless for a variety of reasons including if they are staying with friends or family, ‘sofa-surfing’, in a hostel or B&B, squatting, living in unsuitable conditions or at risk of losing their home due to end of a private tenancy, domestic abuse, financial circumstances, or other challenges. Homelessness is closely linked to poverty, and has a negative impact on a range of outcomes including health and education.

Homelessness is a growing national issue, and Southampton City Council is committed to continuing to prevent homelessness across the city. This strategy is about more than rough sleepers, it’s about preventing all forms of homelessness, with a priority for families, to ensure children and young people get a good start in life.

Key facts and figures:

- **4,750 people sleeping rough across England, an increase of 169% since 2010.**
- **More than 78,000 households, including over 120,000 children, are housed by Local Authorities in temporary accommodation.**
- **2.5 people per 1,000 households in Southampton are homeless, compared to 2.4 nationally.***
- **55% of people who are homeless in Southampton are aged 25-44.**
- **29 people slept rough in Southampton on a single night in November 2017.**
- **9,800 applicants in housing need requiring social housing are currently on the Southampton Housing Register.**

This is the city’s fourth Homelessness Prevention Strategy, and it sets out the city’s priorities for supporting some of our most disadvantaged residents, building on the successes of our past joint working with partners across the private, public and voluntary sectors. This strategy sets out our vision and how we will work together to achieve our priorities.

This strategy is supported by the Southampton Strategic Assessment: [Homelessness Prevention Review](#).

*Homelessness ‘acceptance rate’ – numbers of applicants presenting themselves as homeless to the local authority who are accepted as falling under the definition of statutory homeless.

Our Priorities	Why this is important?
Early Intervention to stop people becoming homeless or having to sleep rough	Not having a decent home has a negative impact on all areas of people lives, from health, to achievement at school and ability to work. We want to help people who are at risk of becoming homeless, and help prevent them becoming homeless. We know that preventing homelessness through early intervention is essential to improving outcomes for people, and is more cost effective overall compared to intervening at the point of crisis.
Providing support to people who are homeless to address their needs and avoid repeat homelessness	It is important that people who are homeless have the right support to access and sustain accommodation. We want to make sure that people have the support they need to move on from homelessness and avoid becoming homeless again in future. This means assisting people as soon as possible if they do become homeless, and helping them to address the personal or structural causes of their homelessness.
Provide adequate temporary accommodation for short periods only	We want to make sure that the quality of temporary accommodation for people experiencing homelessness is good, and that it is used only for short periods. This means making minimum use of bed and breakfast and providing temporary accommodation in the city which reflects the diverse needs of homeless people, with support packages in place which encourage a return to a settled home.
Maximise access to affordable and appropriate homes in the city	The risk of homelessness can be increased by a lack of affordable, suitable and settled accommodation. We want to make sure that there is a mix of housing options to meet the needs of vulnerable people in the city. This means making sure that new affordable properties are being built, and working with private sector landlords and housing associations to provide a wide range of affordable, accessible and appropriate options for our residents to buy and rent.

Our successes:

- Southampton City Council currently manage roughly 148 family units of temporary accommodation across the city
- Southampton City Council commission an additional 153 bed spaces for single adults, young people and young parents who are homeless, with support.
- Southampton has a higher rate of cases where positive action, such as mediation and intervention, was taken to prevent households becoming homeless, compared to the England average.
- There was a 24% decrease in homelessness acceptances in Southampton between 2012/13 - 2015/16. This is better than the national average, which saw a 38% increase in the same period. However, latest figures indicate that this has risen again in Southampton, with latest figures close to the national average.
- The number of young people referred for Housing Related Support (HRS) has decreased from 140 in 2012/13 to 97 in 2016/17.
- The average length of stay in bed and breakfasts in 2016/17 was 11.6 days, which is much shorter than the statutory limit of 6 weeks.
- 146 people were offered a bed and support to secure other accommodation through our Severe Weather Emergency Provision between November 2017 and March 2018.

In 2018 the city launched the Southampton Homelessness Charter and Street Support website, setting out a commitment from partners across the city to make Southampton a city where no-one needs to sleep rough or beg: <https://streetsupport.net/southampton/>

Our challenges:

- National evidence shows that rough sleeping is often associated with alcohol, substance misuse and complex mental health needs. In Southampton, hospital admissions for both alcohol and poisoning by illicit drugs are higher than the national average.
- The numbers of people sleeping rough in Southampton is higher than the national average (0.20 per 1,000 household compared with Southampton 0.28 per 1,000 household) but similar to other South East cities.
- The most common reasons for homelessness in Southampton is the end of a private rented Assured Shorthold Tenancy (AST), rising 140% from 43 acceptances in 2015/16 to 103 in 2017/18 – a situation that is common across many other areas.
- Increasing housing costs across the county contributes to increasing levels of homelessness. Southampton has less housing which is considered ‘affordable’ to local residents than England as a whole, but is more affordable than the wider Hampshire area.
- Nationally, advice services indicate that some landlords may be increasingly reluctant to rent to benefit claimants due to the changes introduced with welfare reforms, which could put more pressure on housing supply.
- Local Housing Allowance (LHA) does not cover the average cost of rent in Southampton, for example LHA for a one bedroom property is £506 but the average rental amongst the lower priced properties is £550.
- People with dependent children make up the largest ‘priority need’ group of people who are homeless in Southampton.
- Southampton has a higher proportion of children living in poverty (30.3%) than the England average (27.3%).

Priorities	What are we going to do?
Early Intervention to stop people becoming homeless or having to sleep rough	Continue to focus resources on preventing homelessness and develop plans that provide relevant solutions, using evidence and good practice guidance where informed.
	Continue to provide people affected by welfare reforms with access to advice services.
	Continue implementing Southampton's Floating Support Service which aims to help manage and develop skills, such as dealing with problems with your housing, completing forms, managing debt and improving budgeting skills.
	Strengthen early planning for those young people leaving care or institutions to ensure they don't become homeless.
	Develop a citywide approach that reflects the needs of both people who are homeless as well as the expectations of residents, businesses and visitors for a welcoming city centre.
Providing support to people who are homeless to address their needs and avoid repeat homelessness	Deliver day time support, so that people who sleep rough have access to health and support services, as well as other basic needs to help them back into settled accommodation.
	Continue to deliver an intensive support approach for vulnerable people with complex needs who are sleeping rough.
	Promote information and guidance to help more people access health care, manage budgets, benefit and financial advice and support people dealing with domestic abuse.
	Return homeless young people to the family home where it is appropriate and safe to do so, including after the provision of temporary or respite accommodation.
	Reduce the number of people sleeping rough, in line with government targets, through the provision of an outreach service that encourages people who are sleeping rough into services.
	Support the Beds, Begging and Business partnership, through the Homelessness Charter, to ensure a citywide response to rough sleeping, and make Southampton a city where no-one needs to sleep rough or beg.
Provide adequate temporary accommodation for short periods only	Ensure that temporary family accommodation is of good quality, located within the city and used for time limited periods to reduce uncertainty.
	Provide a range of temporary accommodation that reflects the diverse needs of people who are homeless, and that is responsive to those in need.
	Ensure bed and breakfasts are used as a last resort only.
	Avoid placing young people under 21 in adult accommodation.
Maximise access to affordable and appropriate homes in the city	Increase the supply of social or other affordable housing, including building more council owned properties, informed by research and evidence on the affordability of housing for our residents.
	Actively seek innovative opportunities to maximise homes in the city with a range of accommodation options to meet the diverse needs of our residents, such as modular homes on development sites.
	Ensure that homelessness priority for social housing is balanced against other housing needs so that incentives to homelessness are not created.

Homelessness Reduction Act 2017

- The Homelessness Reduction Act 2017 placed new legal duties on councils to ensure that everyone who is homeless or at risk of homelessness has access to meaningful help, irrespective of their priority need status, as long as they are eligible for assistance.
- If an applicant is threatened with homelessness, the council must take reasonable steps to help them avoid becoming homeless. This is known as 'The Prevention Duty' and once triggered will continue for 56 days.
- If an applicant is homeless, the council must take reasonable steps to help all homeless eligible applicants to secure accommodation for at least six months. This is known as 'The Relief Duty' and once triggered will also continue for 56 days.
- This is the first homelessness strategy to be informed by the new ways of working outlined in the Homelessness Reduction Act 2017 and measured by the new method of collecting Statutory Homelessness statistics (H-CLIC).

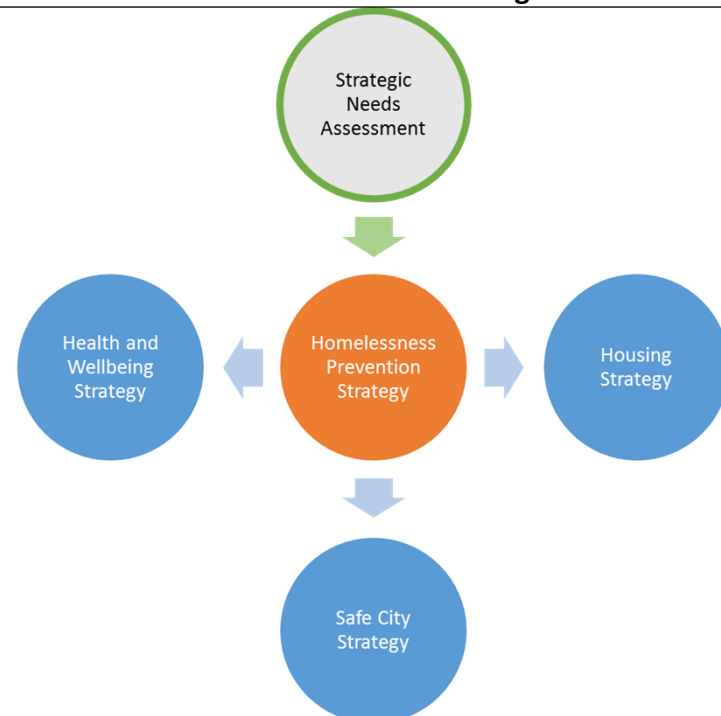
<http://www.legislation.gov.uk/ukpga/2017/13/contents/enacted>

How will we measure success?

- Timeliness of notifications from public authorities and other partners of households threatened with homelessness.
- Average length of stay in bed and breakfast accommodation.
- Number of households where homelessness is prevented or relieved.
- Number of people accepted as intentionally homeless.
- Number of people who are sleeping rough as measured by the national count.
- Number of homeless people accessing support and advice.
- Number of affordable and appropriate homes available in Southampton.

Measures will be monitored and benchmarked against comparator areas to track performance and trends.

How does this link with our other strategies?



Results from the Homelessness Prevention Strategy Public and Stakeholder Survey

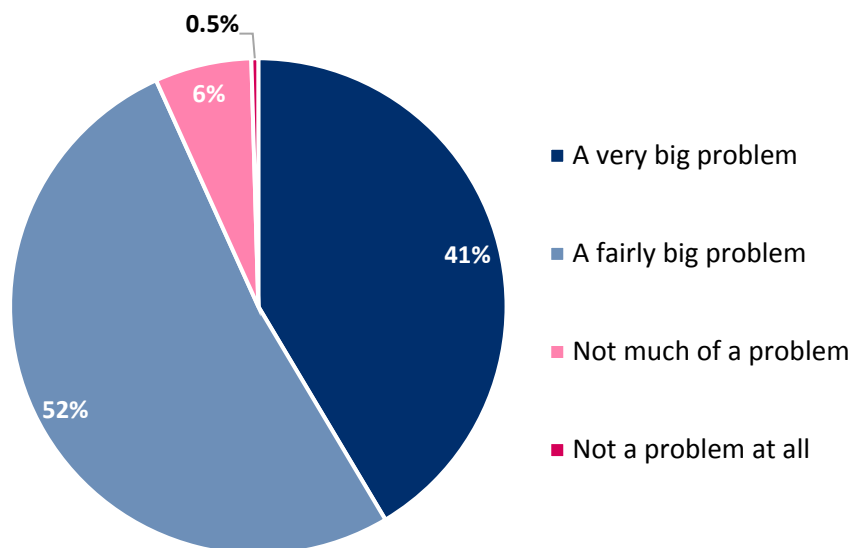
From 31 August 2018 to 17 September 2018 a survey, developed by Southampton City Council, went live to the public and the council's stakeholders asking for views on the emerging themes of the Homelessness Prevention Strategy update.

A total of 229 respondents took the survey and the results are detailed below. The majority of respondents to the survey (87%) were residents of the city, with 13% of respondents saying that they work with people who are homeless or at risk of homelessness. 3% had experience of having a family member who is or has been homeless. 2% of respondents were visitors to the city. (Respondents had the option to identify with more than one characteristic so totals do not add to 100%).

Among the 13% of respondents who identified as an employee or volunteer working with people who are homeless or at risk of becoming homeless, 77% worked for service and organisation which represent Young People, 60% worked closer with single adults or people who sleep rough and 43% worked in family related groups.

What extent do you think Homelessness is a problem?

To what extent do you think homelessness is a problem in Southampton?

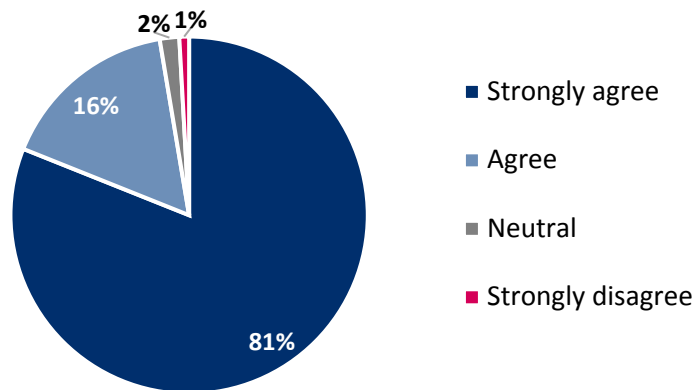


The first question of the survey asked respondents whether they thought homelessness was a significant problem in Southampton. The results show that 93% of respondents thought that it is either a very big or fairly big problem.

The next group of questions asked respondents to consider four draft objectives for the new strategy. These objectives were informed by the Homelessness Review which was published in June 2018.

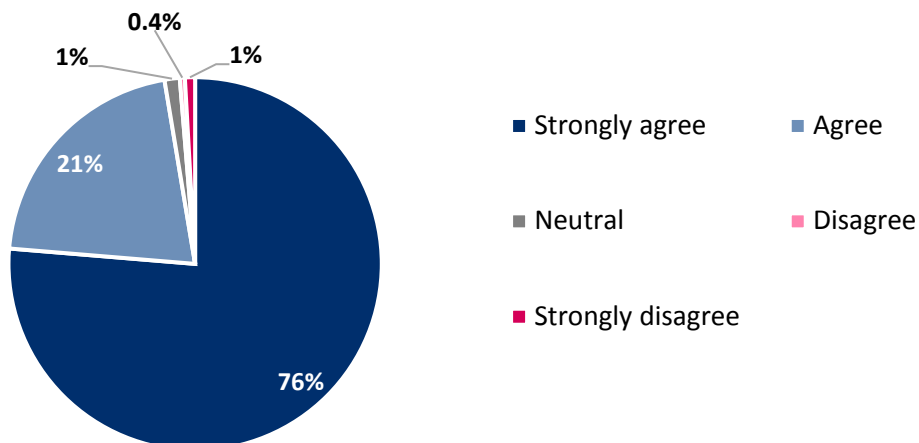
To what extent do you agree or disagree with the following objectives for the new strategy?

1. Early Intervention to stop people becoming homeless or having to sleep rough



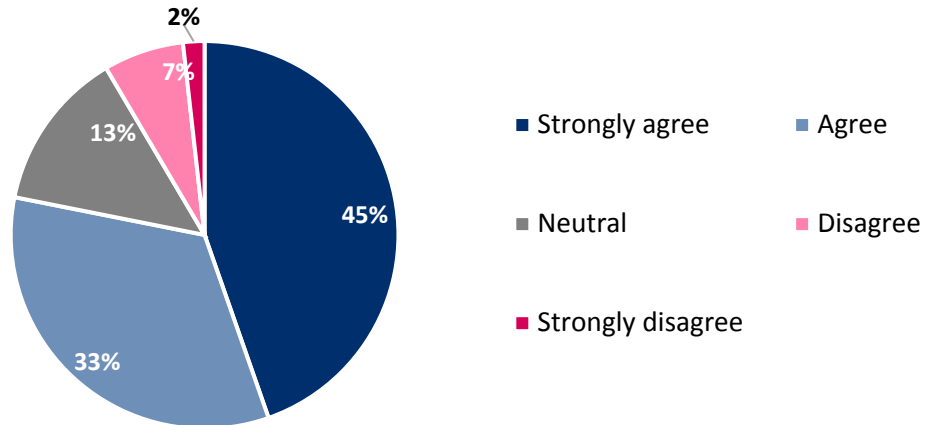
A total of 97% of respondents agreed that early intervention to stop people becoming homeless or having to sleep rough was the right objective for the new strategy going forward, with only 1% strongly disagreeing and 2% stating they were neutral.

2. Providing support to people who are homeless to address their needs and avoid repeat homelessness



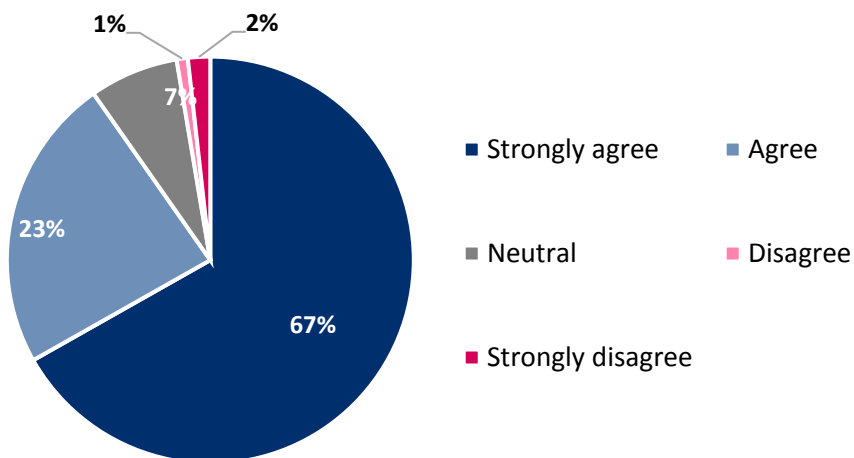
A total of 97% of respondents agreed with the objective “Providing support to people who are homeless to address their needs and avoid repeat homelessness”. Only 1% of respondents strongly disagreed with the proposal.

3. Provide adequate temporary accommodation for short periods only



The results show that 78% of respondents agree with the objective “Provide adequate temporary accommodation for short periods only”, with 8% overall disagreeing. Overall, 13% of people stated they were neutral and did not agree nor disagree.

4. Maximise access to affordable and appropriate homes in the city

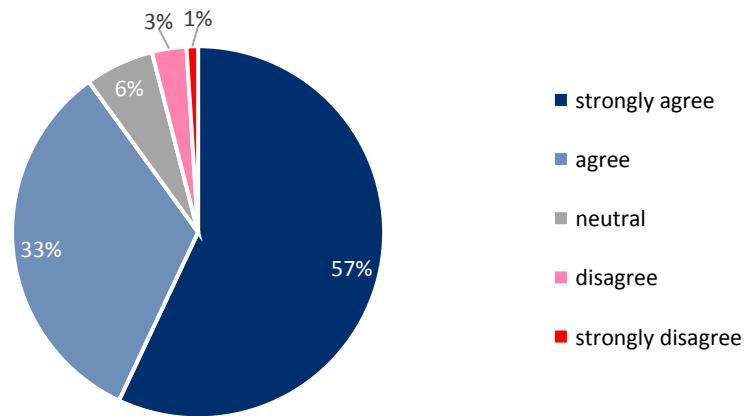


A total of 90% of respondents agreed with the proposal “Maximise access to affordable and appropriate homes in the city”. Only 3% disagreed and 7% were neutral.

To what extent do you agree or disagree with the commitments we have planned for each objective?

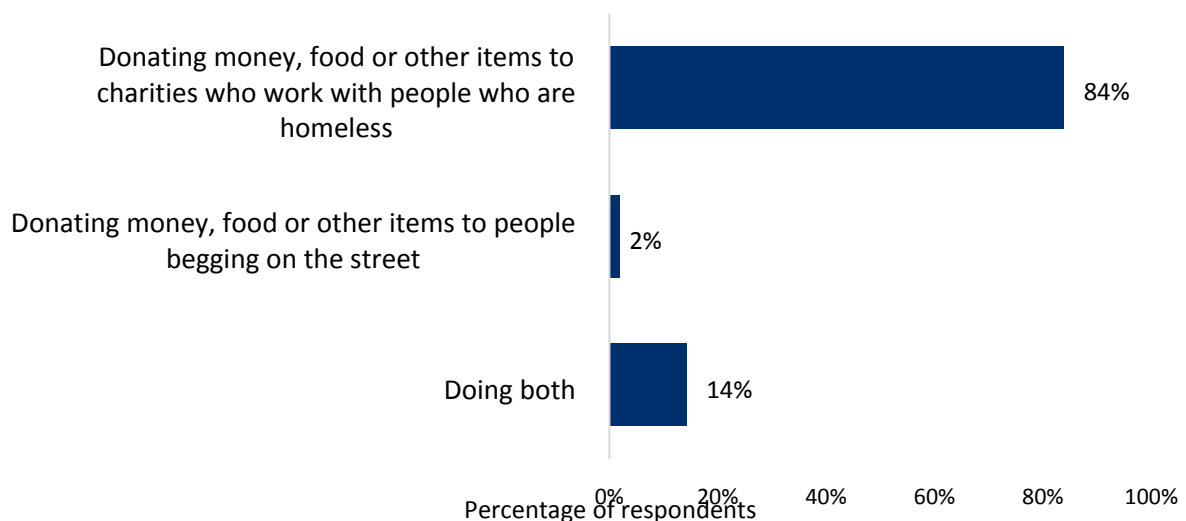
The survey then focused on the commitments for each objective. Respondents were asked if they agreed or disagreed with the draft commitments and, if they did, were offered an opportunity to say why.

To what extent do you agree or disagree with the commitments we have planned for each objective?



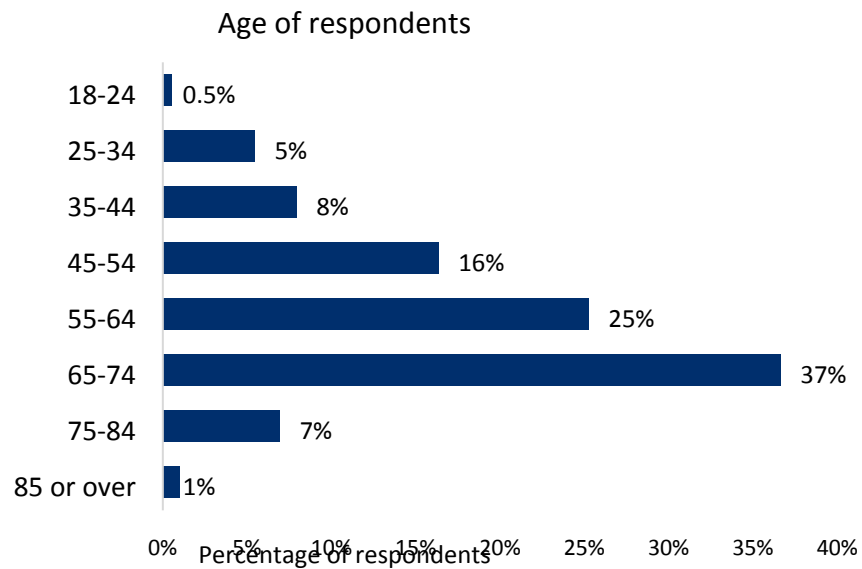
In total, 57% strongly agreed with all of the commitments for each objective in the homelessness strategy and 33% agreed with them. However, 4% of respondent disagreed with the commitments and a further 6% of people felt neutral towards the commitments for the new strategy.

If you were going to donate to homelessness, which of the following would you say has the most impact?



Respondents were also asked, if they were going to donate to homelessness, which of the options would have the most impact. Of the 229 respondents, 84% of people said that donating money, food and other items to charities would have the biggest impact. Only 2% of individuals stated that donating directly to people who are homeless would have the most impact and 14% said doing both has the biggest impact.

Demographics



The highest percentage of those who responded to the survey were between the ages of 65 – 74, with 37% of everyone who answered the survey being between that age group. Next, 25% of people who responded were between the ages 55 – 64 and a total of 16% were between the ages of 45 – 54. All in all, only 5% of respondents were between 25 – 34 and 0.5% were 18 – 24. This shows us that of those how took the survey, the majority were older individuals.

Stakeholder workshop on 5th October 2018

A Homelessness Prevention Strategy Stakeholder Workshop was held on 5th October 2018 at The Central Baptist Church. Representatives from organisations across the city attended this meeting, including delegates from Southampton City Council, Solent NHS Trust, Department for Work and Pensions, The Salvation Army, Society of Saint James, Street Pastors, Citizens Advice, Two Saints, Avenue Church Deposit Scheme, No Limits and more.

At the workshop, delegates were offered an opportunity to hear from key speakers about the national and local picture of homelessness across the country and across Southampton over the last 10 years. Delegates were given the opportunity to review the draft strategy and provide feedback through a round table discussion.

The feedback was generally positive, with some recommendations on improving the clarity and specifics of some commitments in the strategy. This feedback has been reflected in the draft strategy being presented to Southampton City Council Cabinet on 20th November 2018.

This page is intentionally left blank

DECISION-MAKER:	OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE		
SUBJECT:	REDUCING DOMESTIC ABUSE AND PREVENTING PEOPLE FROM BECOMING PERPETRATORS OF DOMESTIC ABUSE IN SOUTHAMPTON - SCRUTINY INQUIRY TERMS OF REFERENCE		
DATE OF DECISION:	15 NOVEMBER 2018		
REPORT OF:	SERVICE DIRECTOR – LEGAL AND GOVERNANCE		
<u>CONTACT DETAILS</u>			
AUTHOR:	Name:	Mark Pirnie	Tel: 023 8083 3886
	E-mail:	Mark.pirnie@southampton.gov.uk	
Director	Name:	Richard Ivory	Tel: 023 8083 2794
	E-mail:	Richard.ivory@southampton.gov.uk	
STATEMENT OF CONFIDENTIALITY			
None			
BRIEF SUMMARY			
It is the role of the Overview and Scrutiny Management Committee (OSMC) to determine the scrutiny inquiry programme. This report requests that the OSMC agrees the terms of reference for a scrutiny inquiry looking at reducing domestic abuse and preventing people from becoming perpetrators of domestic abuse in Southampton.			
RECOMMENDATIONS:			
	(i)	That the Committee consider and approve the draft terms of reference for the scrutiny inquiry attached as Appendix 1.	
	(ii)	That authority is delegated to the Service Director - Legal and Governance, in consultation with the Chair of the Scrutiny Inquiry Panel, to finalise the inquiry plan.	
REASONS FOR REPORT RECOMMENDATIONS			
1.	To enable the Scrutiny Inquiry Panel to commence the scrutiny inquiry.		
ALTERNATIVE OPTIONS CONSIDERED AND REJECTED			
2.	None.		
DETAIL (Including consultation carried out)			
3.	Domestic Violence and Abuse (DVA) refers to any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality (Home Office 2013).		
4.	The Southampton Against Domestic and Sexual Abuse Multi-Agency Strategy (2017-2020) identifies that Southampton has high levels of reported Domestic and Sexual Abuse (DSA), over twice the national average in 2015/16.		

5.	In Southampton domestic crimes increased by 18% between 2015/16 and 2016/17 and the percentage of violent crimes that are domestic related was 29.8% in 2016/17.
6.	The impact of domestic violence and abuse on children is often underestimated. In Southampton: <ul style="list-style-type: none"> • 30% of Southampton MASH referrals were wholly or in part due to domestic violence (2016/17) • 55% of children who are subject to an interim care order are at risk of DVA.
7.	Given the importance of the subject, and the high levels of DVA in Southampton, it is recommended that an inquiry is undertaken looking at the issue of domestic abuse. In recognition of the potential scale of an inquiry encompassing all aspects of DVA, to ensure that the inquiry is both manageable and focussed it is recommended that the focus of the review is on prevention with the overall purpose being: <i>'To considering what more may be done in Southampton to reduce domestic abuse with a focus on preventing people from abusing their intimate partner.'</i>
8.	Attached as Appendix 1 are the draft terms of reference for the inquiry, developed in consultation with the Chair and Council officers. Members are invited to comment on the document and suggest amendments.
9.	The outline inquiry plan is still in development and will be subject to the availability of consultees and needs to be flexible to enable the inquiry to respond to developments. It is therefore recommended that authority is delegated to the Service Director – Legal and Governance, in consultation with the Chair of the Scrutiny Inquiry Panel, to finalise the inquiry plan.
10.	The final report and recommendations of the Scrutiny Inquiry Panel will be considered by the OSMC prior to Cabinet to ensure that the review has met the agreed outline terms of reference set by this Committee.
RESOURCE IMPLICATIONS	
<u>Capital/Revenue</u>	
11.	There are no additional financial implications arising from the approval of the recommendations.
<u>Property/Other</u>	
12.	None.
LEGAL IMPLICATIONS	
<u>Statutory power to undertake proposals in the report:</u>	
13.	The duty to undertake overview and scrutiny is set out in Part 1A Section 9 of the Local Government Act 2000.
<u>Other Legal Implications:</u>	
14.	None
POLICY FRAMEWORK IMPLICATIONS	

15.	The proposed inquiry will seek to improve key outcomes in relation to the following Council priorities:	
	<ul style="list-style-type: none"> • People in Southampton live safe, healthy, independent lives • Children and young people in Southampton get a good start in life 	
KEY DECISION		No
WARDS/COMMUNITIES AFFECTED:		None directly as a result of this report
<u>SUPPORTING DOCUMENTATION</u>		
Appendices		
1.	Reducing Domestic Abuse and Preventing People from Becoming Perpetrators of Domestic Abuse in Southampton – Scrutiny Inquiry Draft Terms of Reference	
Documents In Members' Rooms		
1.	None	
Equality Impact Assessment		
Do the implications/subject of the report require an Equality and Safety Impact Assessments (ESIA) to be carried out.		No
Data Protection Impact Assessment		
Data Protection Impact Assessment Do the implications/subject of the report require a Data Protection Impact Assessment (DPIA) 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	

This page is intentionally left blank

Reducing Domestic Abuse and Preventing People from Becoming Perpetrators of Domestic Abuse in Southampton

Terms of Reference and Draft Inquiry Plan

1. Scrutiny Panel Membership:

- a) Councillor
- b) Councillor
- c) Councillor
- d) Councillor
- e) Councillor
- f) Councillor
- g) Councillor

2. Purpose:

To consider what more may be done in Southampton to reduce domestic abuse with a focus on preventing people from abusing their intimate partner.

3. Background:

- Southampton has high levels of reported domestic abuse.
- The percentage of violent crimes that are domestic related was 29.8% in 2016/17.
- 1,065 children and young people are identified as living in violent homes in the city where a parent is a victim of high risk DSA (Domestic and Sexual Abuse).
- A 2015 focus group with frontline workers and survivors of DSA in Southampton showed that inter-generational DSA is high i.e. that domestic abuse can cluster throughout successive generations of a family.

4. Objectives:

- a) To develop understanding from a national and local level of domestic abuse, patterns of offending, and risk factors associated with perpetrators of domestic abuse.
- b) To consider the prevalence of perpetrating domestic abuse in Southampton; the services that are currently available across the life course in Southampton to reduce the likelihood of people becoming perpetrators of domestic abuse; the effectiveness of the services and gaps in provision.
- c) To identify what is being done elsewhere in preventing people from being perpetrators of domestic abuse and identify if these principals or initiatives could be introduced in Southampton.

5. Methodology:

- a) Undertake desktop research.
- b) Seek stakeholder views.
- c) Identify best practice.

d) Seek views of experts.

6. Proposed Timetable:

Four meetings between January 2019 and April 2019.

7. Draft Inquiry Plan (Subject to the availability of speakers)

Meeting 1: 31 January 2019

- Introduce, Context, Background
 - Definition of domestic abuse, including the scope of this scrutiny inquiry as focussing on abuse between intimate partners;
 - Description of perpetrators of domestic abuse nationally and in Southampton;
 - What we already know about risk factors and patterns of domestic abuse between intimate partners.

To be invited:

- To be confirmed

Meeting 2: 21 February 2019

- The local Southampton Policy framework and services designed to reduce the likelihood of people becoming perpetrators of domestic abuse.
 - What are the local intervention services across the life course – What works, what does not, where are the gaps?

To be invited:

- To be confirmed

Meeting 3: 7 March 2019

- Innovation and best practice – What can Southampton learn from other cities and programmes? Can we replicate or adopt these practises in Southampton? What else do we need to find out?
 - Literature review

To be invited:

- To be confirmed

Meeting 4: 18 April 2019

- Panel to agree a final report

DECISION-MAKER:	OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE		
SUBJECT:	MONITORING SCRUTINY RECOMMENDATIONS TO THE EXECUTIVE		
DATE OF DECISION:	15 NOVEMBER 2018		
REPORT OF:	DIRECTOR - LEGAL AND GOVERNANCE		
<u>CONTACT DETAILS</u>			
AUTHOR:	Name:	Mark Pirnie	Tel: 023 8083 3886
	E-mail:	Mark.pirnie@southampton.gov.uk	
Director	Name:	Richard Ivory	Tel: 023 8083 2794
	E-mail:	Richard.ivory@southampton.gov.uk	
STATEMENT OF CONFIDENTIALITY			
None			
BRIEF SUMMARY			
This item enables the Overview and Scrutiny Management Committee to monitor and track progress on recommendations made to the Executive at previous meetings.			
RECOMMENDATIONS:			
	(i)	That the Committee considers the responses from Cabinet Members to recommendations from previous meetings and provides feedback.	
REASONS FOR REPORT RECOMMENDATIONS			
1.	To assist the Committee in assessing the impact and consequence of recommendations made at previous meetings.		
ALTERNATIVE OPTIONS CONSIDERED AND REJECTED			
2.	None.		
DETAIL (Including consultation carried out)			
3.	Appendix 1 of the report sets out the recommendations made to Cabinet Members at previous meetings of the Overview and Scrutiny Management Committee. It also contains summaries of any action taken by Cabinet Members in response to the recommendations.		
4.	The progress status for each recommendation is indicated and if the Overview and Scrutiny Management Committee confirms acceptance of the items marked as completed they will be removed from the list. In cases where action on the recommendation is outstanding or the Committee does not accept the matter has been adequately completed, it will be kept on the list and reported back to the next meeting. It will remain on the list until such time as the Committee accepts the recommendation as completed. Rejected recommendations will only be removed from the list after being reported to the Overview and Scrutiny Management Committee.		

RESOURCE IMPLICATIONS		
<u>Capital/Revenue</u>		
5.	None.	
<u>Property/Other</u>		
6.	None.	
LEGAL IMPLICATIONS		
<u>Statutory power to undertake proposals in the report:</u>		
7.	The duty to undertake overview and scrutiny is set out in Part 1A Section 9 of the Local Government Act 2000.	
<u>Other Legal Implications:</u>		
8.	None	
RISK MANAGEMENT IMPLICATIONS		
9.	None.	
POLICY FRAMEWORK IMPLICATIONS		
10.	None	
KEY DECISION		No
WARDS/COMMUNITIES AFFECTED:		None directly as a result of this report
<u>SUPPORTING DOCUMENTATION</u>		
Appendices		
1.	Monitoring Scrutiny Recommendations – 15 November 2018	
Documents In Members' Rooms		
1.	None	
Equality Impact Assessment		
Do the implications/subject of the report require an Equality and Safety Impact Assessments (ESIA) to be carried out.		No
Data Protection Impact Assessment		
Do the implications/subject of the report require a Data Protection Impact Assessment (DPIA) 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	

Overview and Scrutiny Management Committee: Holding the Executive to Account

Scrutiny Monitoring – 15 November 2018

Date	Portfolio	Title	Action proposed	Action Taken	Progress Status
11/10/18	Adult Care	Update on the Future of the Kentish Road Site	1) That the Cabinet Member explores opportunities to externally validate the statistics as it relates to the demand and occupancy levels of the Kentish Road Respite Service.	The Cabinet Member is exploring opportunities to validate the statistics. Options include the use of the Commissioning Support Unit (CSU) via the Clinical Commissioning Group (CCG) through its pre-existing partnership and data sharing agreement and the Rose Road Association.	This action is underway but is not yet complete.
			2) That the Cabinet Member considers immediately re-opening the Kentish Road Respite Service 24 hours a day, 7 days a week whilst a long term vision for the Kentish Road site is developed.	The Cabinet Member has considered this. The service will continue to be offered at weekends and in emergencies while the long term vision for the site is developed.	Completed
			3) That officers within Legal and Governance advise on the legality of individuals being able to access and purchase Local Authority provider services, including at Kentish Road using direct payments paid to then pursuant to the Care Act 2014.	The legal advice is the council has discretion to use direct payments for this purpose for limited periods of time in exceptional circumstances, subject to certain safeguards being in place. Officers are reviewing this advice to determine under what circumstances this would be appropriate and lawful.	Completed
11/10/18	Finance and Customer Experience	Medium Term Financial Strategy Update 2018/19 to 2022/23	1) That officers provide the Committee with details on the contract savings proposal (£245k) outlined in the Cabinet papers.	The proposed £245k saving consists of Street Lighting £169k and Leisure contracts £76k. Street Lighting: 1. Reduction in Provider management costs (basically prudent management of mechanisms so that things like indexation come in below budget). 2. Minor operational savings – four technical items.	Completed

Date	Portfolio	Title	Action proposed	Action Taken	Progress Status
				Leisure: 1. Reduction in Provider management costs and utilisation of unused funds. Officers are happy to provide more detail if required.	
			2) That, reflecting different figures quoted on the occupancy levels of the care homes, the Committee is provided with the rationale behind the proposed closure of Glen Lee and Holcroft House Care Homes.	Item on November OSMC agenda	

Document is Confidential

This page is intentionally left blank

Document is Confidential

This page is intentionally left blank