

# Public Document Pack

## Overview and Scrutiny Management Committee

Thursday, 14th January, 2016  
at 5.30 pm

### PLEASE NOTE TIME OF MEETING

Conference Room 3 - Civic Centre

This meeting is open to the public

#### Members

Councillor Fitzhenry (Chair)  
Councillor Fuller  
Councillor Furnell  
Councillor Galton  
Councillor Hannides  
Councillor Jordan  
Councillor Keogh  
Councillor McEwing  
Councillor Morrell  
Councillor Moulton (Vice-Chair)

#### Appointed Members

Mrs U Topp, (Roman Catholic Church)  
Rev. J Williams, The Church of England  
(Portsmouth and Winchester Dioceses)  
Vacancies

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

#### Contacts

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Democratic Support Officer  
Tel. 023 8083 2302  
Email: [karen.wardle@southampton.gov.uk](mailto:karen.wardle@southampton.gov.uk)

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Scrutiny Manager  
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Email: [mark.pirnie@southampton.gov.uk](mailto: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.

#### **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

#### **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 2015/16**

<b>2015</b>	<b>2016</b>
11 June	14 January
9 July	4 February
13 August	10 March
10 September	14 April
15 October	
12 November	
10 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

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

### **1 APOLOGIES AND CHANGES IN PANEL MEMBERSHIP (IF ANY)**

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

### **2 DISCLOSURE OF PERSONAL AND PECUNIARY INTERESTS**

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

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

### **3 DECLARATIONS OF SCRUTINY INTEREST**

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

### **4 DECLARATION OF PARTY POLITICAL WHIP**

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

### **5 STATEMENT FROM THE CHAIR**

### **6 MINUTES OF THE PREVIOUS MEETING (INCLUDING MATTERS ARISING)** (Pages 1-2)

To approve and sign as a correct record the Minutes of the meeting held on 10 December 2015 and to deal with any matters arising, attached.

### **7 TRANSFORMATION PROGRAMME UPDATE** (Pages 3 - 22)

Report of the Cabinet Member for Transformation providing an update on the progress made in relation to the Council's transformation programme, attached.

### **8 MONITORING SCRUTINY RECOMMENDATIONS TO THE EXECUTIVE** (Pages 23 - 26)

Report of the Head of Legal and Democratic Services detailing the actions of the Executive and monitoring progress of the recommendations of the Committee, attached.



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SOUTHAMPTON CITY COUNCIL  
OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE  
MINUTES OF THE MEETING HELD ON 10 DECEMBER 2015

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Present: Councillors Furnell, Galton (Chair), Jordan, Keogh, McEwing, Morrell, Painton and Vassiliou

Apologies: Councillors Fitzhenry, Fuller, Hannides, Moulton and Revd. J Williams

Also in attendance: Cabinet Member for Housing and Sustainability  
Superintendent Fulton – Chair of the Safe City Partnership

36. **ELECTION OF CHAIR**

In the absence of the Chair and Vice-Chair it was necessary to elect a Chair for the purposes of the meeting.

**RESOLVED** that Councillor Galton be elected as Chair.

**COUNCILLOR GALTON IN THE CHAIR**

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

The Committee noted the apologies of Councillors Fitzhenry and Fuller and Revd. J Williams. The Committee also noted that following receipt of the temporary resignation of Councillors Hannides and Moulton from the Overview and Scrutiny Management Committee, the Head of Legal and Democratic Services, acting under delegated powers, had appointed Councillors Painton and Vassiliou, respectively to replace them for the purposes of this meeting.

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

**RESOLVED** that the minutes of the meeting held on 12 November 2015 be approved and signed as a correct record.

39. **SAFE CITY PARTNERSHIP ANNUAL REVIEW**

The Committee considered the report of the Cabinet Member for Housing and Sustainability providing an update on community safety in Southampton and the Safe City Partnership.

**RESOLVED**

- (i) that the Overview and Scrutiny Management Committee be provided with an update of the action plan developed following the 2014 Community Safety Peer Review identifying progress made implementing the agreed actions;
- (ii) that, to raise the profile of the Partnership, the Safe City Partnership explore how the good work being delivered could be more effectively communicated;
- (iii) that the Safe City Partnership seek to develop the Police and Communities Together Panels (PACT) by ensuring that best practice is shared across the Panels and, to enable local members to hold Inspectors to account, ward Councillors be consulted when scheduling PACT meetings;

- (iv) that the Safe City Partnership explore the potential to establish a 'diverted giving scheme' in Southampton that encourages people to donate to charities that support homeless people rather than give directly to beggars; and
- (v) that the Hate Crime Action Plan be circulated to the Committee.

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

The Committee received and noted the report of the Head of Legal and Democratic services detailing the actions of the Executive and monitoring progress of the recommendations of the Committee.



# Agenda Item 7

<b>DECISION-MAKER:</b>	OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE		
<b>SUBJECT:</b>	TRANSFORMATION PROGRAMME UPDATE		
<b>DATE OF DECISION:</b>	14 JANUARY 2016		
<b>REPORT OF:</b>	CABINET MEMBER FOR TRANSFORMATION		
<b><u>CONTACT DETAILS</u></b>			
<b>AUTHOR:</b>	<b>Name:</b>	<b>Stephen Giacchino</b>	<b>Tel:</b> 023 8083 7713
	<b>E-mail:</b>	stephen.giacchino@southampton.gov.uk	
<b>Director</b>	<b>Name:</b>	<b>Stephen Giacchino</b>	<b>Tel:</b> 023 8083 7713
	<b>E-mail:</b>	stephen.giacchino@southampton.gov.uk	
<b>STATEMENT OF CONFIDENTIALITY</b>			
None			
<b>BRIEF SUMMARY</b>			
This paper provides the Overview and Scrutiny Management Committee (OSMC) with an update on the Transformation Programme as at end December 2015 and progress since the last update to OSMC in July 2015.			
<b>RECOMMENDATIONS:</b>			
	(i)	The Committee is requested to consider this report and note progress of the Transformation programme.	
<b>REASONS FOR REPORT RECOMMENDATIONS</b>			
1.	At the OSMC meeting in November 2013, the Chair requested that OSMC receives updates and reviews on the Transformation Programme at appropriate intervals. In response, it was agreed updates will be provided on a quarterly basis, commencing January 2014.		
<b>ALTERNATIVE OPTIONS CONSIDERED AND REJECTED</b>			
2.	Not applicable.		
<b>DETAIL (Including consultation carried out)</b>			
	<b>Background</b>		
3.	The continued financial challenge facing the Council increases the need for fundamental, transformational change across the organisation, in both the services it delivers and how it delivers them.		
4.	<p>In order to help officers achieve this, a Transformation programme was established in 2013 with the following objectives:</p> <ul style="list-style-type: none"> <li>• Implement a new operating model by 2017 which is focussed on delivery outcomes and priorities</li> <li>• Reduce year on year overspends as well as reducing the costs and demand for social care services for our vulnerable children and adults</li> <li>• Develop a list of council services that will have to be stopped or reduced</li> <li>• Reduce the level of resources in our front and back office functions</li> <li>• Further reduce our present spend on external supplies and</li> </ul>		

	<p>services and carry out a review of all contracts</p> <ul style="list-style-type: none"> <li>• Significantly reduce our management layers and widen our spans of control</li> <li>• Become more commercially focussed in how we do business and use innovation to reduce costs and generate more income.</li> </ul>																				
5.	This report provides an update on the current phase of the Transformation Programme that commenced in May 2015 with the appointment of a new Director of Transformation, followed by the appointment of PwC as Strategic Transformation Partner.																				
<b>Current Transformation Projects</b>																					
6.	<p>Since the last update to OSMC in July, the Transformation Programme has matured with the development of business cases for a suite of tactical and strategic projects to meet the Council's financial and operational objectives. All of these business cases have been presented for discussion by members at the Transformation Implementation Board (TIB) and/or Cabinet and reported to Council in budget reports or at Council meetings. A high level summary of the projects and their current status is provided in the table below.</p> <table border="1"> <thead> <tr> <th>Project</th> <th>Objective</th> <th>Status</th> <th>Target full year saving approved at TIB and target saving measure</th> </tr> </thead> <tbody> <tr> <td>Service Excellence</td> <td>Increasing capacity and productivity through process improvement; revised organisation design</td> <td>Wave 1 in progress. Productivity gains noted across teams. Final report proposing efficiency savings currently being compiled for presentation to TIB in January</td> <td>£1.58m A 20% productivity increase (and associated FTE reduction)</td> </tr> <tr> <td>HR Policies and Procedures</td> <td>Implementation of new redeployment and sickness policy, and on-going challenge and removal of vacant posts over 6 months</td> <td>New policies to launch in January</td> <td>£0.43m Deleting posts that have been vacant for more than 6 months</td> </tr> <tr> <td>Activity Analysis – IT systems</td> <td>Re-grading and consolidation of IT systems roles into central team</td> <td>Proposals on new structure being finalised for presentation to TIB in late January</td> <td>£0.29m FTE reduction and re-skilling</td> </tr> <tr> <td>Service Cost Recovery</td> <td>Income growth and cost avoidance activity, including</td> <td>Wave 1 in progress Wave 2 awaiting approval</td> <td>£2.3m (Wave 1) Income and cost reduction</td> </tr> </tbody> </table>	Project	Objective	Status	Target full year saving approved at TIB and target saving measure	Service Excellence	Increasing capacity and productivity through process improvement; revised organisation design	Wave 1 in progress. Productivity gains noted across teams. Final report proposing efficiency savings currently being compiled for presentation to TIB in January	£1.58m A 20% productivity increase (and associated FTE reduction)	HR Policies and Procedures	Implementation of new redeployment and sickness policy, and on-going challenge and removal of vacant posts over 6 months	New policies to launch in January	£0.43m Deleting posts that have been vacant for more than 6 months	Activity Analysis – IT systems	Re-grading and consolidation of IT systems roles into central team	Proposals on new structure being finalised for presentation to TIB in late January	£0.29m FTE reduction and re-skilling	Service Cost Recovery	Income growth and cost avoidance activity, including	Wave 1 in progress Wave 2 awaiting approval	£2.3m (Wave 1) Income and cost reduction
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		activity with schools		
	Procurement	Price and demand initiatives to reduce spend on temp staff; Foster Care and Nursing and Residential Care	Temp staff initiative underway	£5.5m Reduction in agency rates as well as usage of temp staff
	Digital – part 1	Use of existing IT platform to support process redesign, resulting in cost savings	Initial technology builds to begin in January	£7m New customer journeys and FTE reduction
	Operating Model – phase 1	New organisation structure to support outcome based budgeting and reduced budget envelopes for directorates	Cabinet and Group Leaders briefed in October Leadership level roles currently in formal consultation	£0.9m for Layers 1 and 2 (in addition to savings already taken in April '15)
	Project Marigold	Currently confidential. An oral update will be given in private session if required	Approved by Council on 16/12/15	At this stage confidential to Council
				Total = £18m

### **Programme Management**

7.	These projects are being managed by a mixed team of SCC officers and PwC, as strategic transformation partner. PwC's initial role was to support development of business cases, and is now primarily to support delivery of the business cases and the implementation of change, through project management, business analysis and technical implementation. Other parties – such as Capita and Firmstep – are providing input as required within existing contractual arrangements.
8.	All projects have completed relevant policy reviews, including Equality and Safety Impact Assessments, where appropriate.
9.	Project and programme progress is reported to members at TIB meetings, Cabinet and Council as appropriate. Regular briefings are also provided at weekly meetings between the Director of Transformation and Cabinet Member for Transformation. Updates are provided at formal Group Leaders meetings and separate briefings have also been offered to the Leaders of the Opposition Groups. Monthly briefing meetings have been agreed with the Leader and Deputy Leader of the Conservative Group starting in January 2016.
10.	PwC and SCC work collectively together to identify savings and agree business cases at monthly Benefits and Commercial Governance Group meetings. Project progress is monitored within the programme at weekly meetings which include PwC and Capita. In these sessions, risks and issues are reviewed. The top three risks currently include: <ul style="list-style-type: none"> <li>• Union resistance to changes with sickness policy and redeployment</li> </ul>

	<p>process, although progress continues to be made in our discussions and no delay to the implementation of proposed new policy changes in January 2016 is expected.</p> <ul style="list-style-type: none"> <li>• Loss of business if schools choose not to sign up to the SLAs which results in loss of contribution to overheads for services recovering their costs, although such business covers discretionary services only and does not impact on the Council's statutory obligations.</li> <li>• Poor quality of management information (MI) preventing clear visibility of underlying issues within the Council and requiring establishment of new procedures to manage key MI, such as staff numbers, although significant progress has been made in recent months by the Business Intelligence team in the Strategy Unit and further investment in analytics tools will continue to support this direction of travel.</li> </ul>
11.	<p>In addition, Transformation projects are key controls to two of the Council's Corporate Strategic Risks</p> <ul style="list-style-type: none"> <li>• SRR01: Failure to address the significant and ongoing financial pressures in a sustainable way and to enable service provision to be on a proactive rather than a reactive basis; and</li> <li>• SRR07: The contractual arrangements, in respect of those council services commissioned from and delivered by external organisations/partners, are not sufficiently flexible to respond to the council's changing service requirements.</li> </ul>
12.	<p>Transformation projects support control of these corporate risks through the following activity:</p> <p>SRR01</p> <ul style="list-style-type: none"> <li>• Assessment of the council's overall short, medium and longer term financial position</li> <li>• Identification and delivery of new savings/income opportunities for 2016-17 onwards</li> <li>• Profile and baseline of individual service budgets to council outcomes (including identification of high spending and/or low performing services)</li> <li>• Identification and assessment of high priority and other projects that are anticipated to deliver significant cashable benefit</li> <li>• Service charges and fees set at the appropriate level and all charges and fees from income generating services are collected to allow for full commercial recovery on non-statutory functions.</li> </ul> <p>SRR07</p> <ul style="list-style-type: none"> <li>• Dialogue with current suppliers regarding the need for flexibility including service reduction.</li> </ul>
	<p><b>Individual Project Status – Further information</b></p>
13.	<p><b>Service Excellence:</b> A programme to increase productivity on teams undertaking core administrative (and mainly) back office processes has been piloted across 30 teams (and involving 324 FTEs). Outcomes include clearer KPIs and better tracking of key measures; improved problem solving in teams; greater confidence and upskilling of team members, culminating in productivity increases. In addition, a proposed new Organisation Design is being finalised for these teams for presentation and approval at TIB.</p>

14.	<b>HR Policies and Procedures:</b> A number of HR performance measures are significantly below average for Southampton when compared with other Councils. Policies to shorten the redeployment process, manage vacancies (including deleting vacant posts) and tackle the high level of absence in SCC have been drafted and are due to be implemented in January 2016.
15.	<b>Activity Analysis – IT systems:</b> Teams undertaking system support activity for line of business applications that were never outsourced to Capita have been consolidated under the IT client team in order to maximise the opportunities for individuals working across systems, and to support an organisation restructure. A proposed new organisation design is being developed for these teams, to consolidate support from across the Council. The proposed revised structure is being presented for approval by TIB in January 2016.
16.	<b>Service Cost Recovery:</b> Work is underway to increase charges or reduce costs in 20 areas that are currently delivering discretionary services that are not recovering the full cost of service provision. These areas span both People and Place based services and were agreed by TIB and Cabinet and reported in the November budget presented to Council. Implementation will occur throughout FY2016-17. A second wave of cost reduction in 14 further areas is currently being developed for consideration by TIB in January 2016.
17.	<b>Procurement:</b> An invitation to tender for a staffing ‘Managed Service Provider’ (MSP) was advertised on 21 <sup>st</sup> December. The MSP will be the sole provider of temporary staff to all directorates in the Council. A usage policy to support staff consider the right situations to procure temps will be launched concurrently with the implementation of the MSP in April 2016. The aim is to significantly reduce the current spend on temp staff. The MSP will also provide management information to support monitoring and decision making in relation to this spend. Over time, the MSP could also support the process to recruit permanent Council staff.
18.	<b>Digital – part 1:</b> The Digital transition will benefit customers and employees, provide excellent service, but also deliver a lower cost base. Implementation of part 1 has begun. Part 1 focuses on “digitising” a number of current services, using our existing digital platform (Firmstep) and introducing mobile technology. The implementation is split into three sub-programmes, titled “Supporting Vulnerable Adults and Children”, “Living in Southampton” and “Digital Employee” (which includes mobile working). Customer journeys have been allocated to each of these sub-programmes, and the technology builds begin in January. The first enhancement is expected on 18 <sup>th</sup> January with the launch of a new "My Southampton" Customer Account which will provide single sign on capability to a number of line of business management applications. Technology builds will create streamlined processes and greater automation. Once the revised processes are launched, a release of FTEs can occur.
19.	The Digital Part 1 business case was based on the experience in other Local Authorities and PwC’s ‘digital maturity assessment tool’ (which compares the ‘maturity’ of automated customer journeys across Local Authority clients). An investment of £500k in Firmstep (and other technology) is expected to support the delivery of savings of £7m (mainly through FTE reductions). The current timetables for the prioritisation of process improvement and technology builds for each of the three sub-programme are enclosed in the Appendices. The enclosed are indicative milestone plans and subject to on-going change in

	terms of both the order of process prioritisation and release dates.																				
20.	<b>Operating Model:</b> The Operating Model workstream is essential for the future financial sustainability of the Council. A new organisation structure is being developed for phased implementation to support outcome based budgeting and reduced budget envelopes for directorates. Leadership level roles are currently in formal consultation. The proposal is to reduce the senior leadership of the Council from 21 to 12 FTEs. Acting post holders will be appointed in January after the consultation process, pending formal Chief Office Employment Panel recruitment for the permanent roles where required. Post holders will then be tasked to support the design of their directorates against new budget envelopes. To deliver within these envelopes, directorates will have to consider all elements of spend (people, third parties and assets) and, fundamentally, the services they provide and how they deliver these. All post holders will have performance based contracts that hold them to account to working within their budget envelope.																				
21.	<b>Project Marigold:</b> This project was presented to Council in December.																				
	<b>Budget Savings as at November 2015</b>																				
22.	<p>All Transformation programmes are working to reduce expenditure as much as possible – from both General Fund, as well as the Housing Revenue Account. The General Fund implications of the targeted savings for FY2016/17 as presented in the November budget are summarised in the table below. It should be noted that in some situations targeted savings will lead to expenditure reduction that will help directorates address some areas of overspend, as opposed to their budget allocations. Therefore, these savings, while real in cash terms, do not contribute to a budget reduction:</p> <table border="1"> <thead> <tr> <th>Project</th> <th>Target full year saving approved at TIB</th> <th>GF Budget saving for 16/17 at Nov 15</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>Service Excellence</td> <td>£1.58m</td> <td>£0</td> <td>£0.53m part year effect included in Operating Model line in November budget</td> </tr> <tr> <td>HR Policies and Procedures</td> <td>£0.43m</td> <td>£0.43m</td> <td></td> </tr> <tr> <td>Activity Analysis – IT systems</td> <td>£0.29m</td> <td>£0</td> <td>£0.07m (part year and GF effect only) and included in Operating Model line in November budget</td> </tr> <tr> <td>Service Cost Recovery</td> <td>£2.30m</td> <td>£0.4m</td> <td>Not all wave 1 initiatives taken from budget while implementation planning underway. A further saving included in Operating Model line in November</td> </tr> </tbody> </table>	Project	Target full year saving approved at TIB	GF Budget saving for 16/17 at Nov 15	Notes	Service Excellence	£1.58m	£0	£0.53m part year effect included in Operating Model line in November budget	HR Policies and Procedures	£0.43m	£0.43m		Activity Analysis – IT systems	£0.29m	£0	£0.07m (part year and GF effect only) and included in Operating Model line in November budget	Service Cost Recovery	£2.30m	£0.4m	Not all wave 1 initiatives taken from budget while implementation planning underway. A further saving included in Operating Model line in November
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				budget
	Procurement	£5.5m	£0	All savings treated as overspend savings
	Digital – part 1	£7m	£1.8m	Part year and GF effect only
	Operating Model	£5.4m	£5.4m	
	Project Marigold	Confidential to Council	Confidential to Council	
	<b>Total</b>	£22.5m	£8.03m	

## RESOURCE IMPLICATIONS

### Capital/Revenue

- |     |  |
|-----|--|
| 23. | The revenue cost of the SCC transformation team is being met from the transformation programme reserve approved by Council. PwC fees are linked to, and paid from, savings delivered through the implementation of the various transformation projects.  |
| 24. | The primary current capital investment for the work described above is £0.5m for Firmstep investment (£0.25m) and Mobile Device investment (£0.25m) in relation to the Digital (Part 1) programme. Requests for any future additional investment to deliver additional savings on this and/or other programmes will be presented to TIB and Capital Board when required. |

### Property/Other

- |     |                                |
|-----|--------------------------------|
| 25. | No implications at this stage. |
|-----|--------------------------------|

## LEGAL IMPLICATIONS

### Statutory power to undertake proposals in the report:

- |     |   |
|-----|---|
| 26. | The duty to undertake overview and scrutiny is set out in Part 1A Section 9 of the Local Government Act 2000. |
|-----|---|

### Other Legal Implications:

- |     |      |
|-----|------|
| 27. | None |
|-----|------|

## POLICY FRAMEWORK IMPLICATIONS

- |     |      |
|-----|------|
| 28. | None |
|-----|------|

### KEY DECISION

No

### WARDS/COMMUNITIES AFFECTED:

None directly as a result of this report

## SUPPORTING DOCUMENTATION

### Appendices

- |    |  |
|----|--|
| 1. | 'Digital Employee' Milestone Plan                          |
| 2. | 'Living in Southampton' Milestone Plan                     |
| 3. | 'Supporting Vulnerable Adults and Children' Milestone Plan |

<b>Documents In Members' Rooms</b>	
1.	None
<b>Equality Impact Assessment</b>	
Do the implications/subject of the report require an Equality and Safety Impact Assessments (ESIA) to be carried out?	ESIAs have been completed for Transformation projects where appropriate.
<b>Privacy Impact Assessment</b>	
Do the implications/subject of the report require a Privacy Impact Assessment (PIA) to be carried out?	No
<b>Other Background Documents</b> <b>Equality Impact Assessment and Other Background documents available for inspection at:</b>	
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.	Implementing the Council Strategy 2014 – 2017 (Item 81) <a href="http://www.southampton.gov.uk/modernGov/ieListDocuments.aspx?CId=122&amp;MId=2835&amp;Ver=4">http://www.southampton.gov.uk/modernGov/ieListDocuments.aspx?CId=122&amp;MId=2835&amp;Ver=4</a>



**Digital Employee**

Customer journey (user story)	Service Area	2015		2016								2017							
		Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
<b>Employee Single Sign on</b>																			
Delivery of Microsft 365 as operating system for the Council	All Staff		K				S												G
Employees sign onto systems using one Unique ID Number	All Staff	K	S				G												
Employees have web -access to information and self-serve functions through their Employee Account	All Staff	K	S				G												
Members have web-access to a Member Area via their Employee Account	Members				K	S	G												
Employees reset passwords via self-serve as the only option	All Staff			K	S	G												B	
Employees have web-access to a secure, shared workspace via their Employee Account	All Staff						K	S											G
<b>Employee Self-Serve via Employee Account</b>																			
Employees can find the information they need to help them to do their job	All Staff	K		S			G												
Employees find information they need to be employed by the council		K		S			G												
Employees can order stationary using self-serve with the ability to track progress	All Staff				K		S			G								B	
Employees can raise a purchase order using self-serve with the ability to track progress	All staff				K		S			G								B	
Employees can calculate annual leave using self-serve	All staff				K		S			G								B	
Employees can Request Business Support resource using self-serve with the ability to track progress	All staff				K		S			G								B	
Employees can view and print their payslip using self-serve	All Staff				K	S	G											B	
Employees can request and book annual leave using self-serve with the ability to track progress	All Staff				K	S	G												
Employees can report absence via self-serve and complete return to work documentation	All Staff				K	S				G									
Employees can submit expenses using self-serve with the ability to track progress	All Staff				K	S	G												
Employees can update your personal / employee details via self-serve	All Staff				K	S	G												

Employees can Track flexi-time and book flexi-leave via self-serve	All Staff	K	S					G
Managers can manage recruitment process via self-serve with the ability to track progress	Managers	K			S			G
Managers can manage new starter process via self-serve with the ability to track progress	Managers	K			S			G
Managers can manage employee exit process	Managers	K			S			G
Managers can manage grievances process via self-serve with the ability to track progress	Managers	K			S			G
Managers can manage restructure and redundancy process via self-serve with the ability to track progress	Managers	K			S			G
Members can submit allowance requests with the ability to track progress	Members		K	S	G			
Members can submit equipment requests with the ability to track progress	Members		K	S	G			
Members can have access to contact lists that have been updated in real-time	Members		K	S	G			
Employees can record Flexi-time easily and Managers can monitor it	All Staff				K	S		G
Employees with mobile devices can be record their location when lone-working	All Staff				K	S		G
<b>Internal HR Processes are optimised and digitised</b>								
Employee joining information is recorded accurately in HR, Finance and IT recording systems	All Staff	K		S				G
Employee exit information is recorded accurately in HR, Finance and IT recording systems	Managers	K		S				G
Managers can request Employee resource reports on a monthly basis	All Staff	K		S				G
HR have efficient and simple processes to manage pensions	HR		K		S	G		
Finance have efficient and simple processes to pay external consultants	Finance		K		S		G	
New HR regulations and policies are communicated via the Employee Account	All Staff					K	S	G
<b>Mobile Solutions (Cross Cutting) developed for...</b>								
Port Health implement PHILIS and introduce mobile hardware	Regulatory Services	K	S					G
Social care implement PARIS Total mobile	Social Care			K	S			G
Housing implement mobile solutions (TBC)	Housing			K		S		G

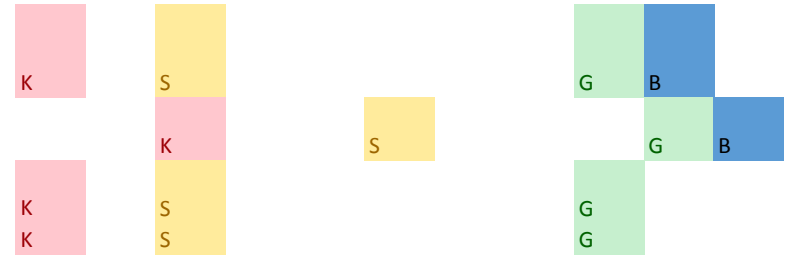
Planning implement Mobile Solution (TBC)	Planning	K	S	G	B
<b>Internal Service Processes are optimised and digitised</b>					
L&D Training programmes, database and external bookings are managed efficiently and effectively	All Staff	K	S	G	B
Acquisitions and Disposals are managed efficiently	Corporate	K	S	G	B
Asset management planning is managed effectively	Corporate	K	S	G	B
Capital Accounting (Incl. Valuations) are managed efficiently	Corporate	K	S	G	
Commercial Contract Management is effective	Corporate	K	S	G	
Software improvement is managed effectively and efficiently	IT	K	S	G	
Monitoring, review and share strategies (optimised)	Corporate	K	S	G	
External enquiry handling is managed efficiently and effectively	All Staff	K	S	G	
Fleet Management and maintenance is managed efficiently and effectively	Regulatory Services			K	S
Street Naming and Numbering processes are efficient and effective	Planning			K	S
Information about Transport policy	Transport			K	S
Manage and organise road gritting's (optimised)	Transport/Highways	K	S	G	B
<b>Provide better information to help Managers Manage</b>					
Number of people employed by the council	HR/Finance	K	S	G	
Number of FTE roles within the council structure	HR/Finance	K	S	G	
Number of vacancies within the council	HR/Finance	K	S	G	
Number of temps employed by the council	HR/Finance	K	S	G	
Team Overtime Report	HR		K	S	G
Team Absence and Sickness reports	HR		K	S	G
Overall Service spend against budget	Finance		K	S	G
<b>Payments</b>					
Reduce the cash and cheque payments made to the council	Finance			K	S
					G
					B

Reduce the number of local bankings (cash and cheques bagged up and sent to bank by remote venues) Finance

Redirect card payments away from the Cash Office and Housing Offices Finance

Reduce direct bank transfer adjustments where possible Finance

Reduce payments via the call centre Finance



Legend

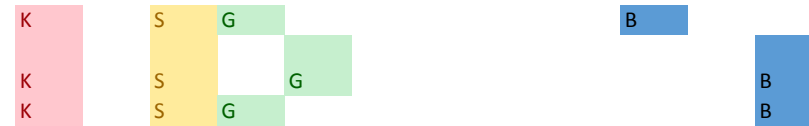
- K** **Kick-off** - Service engagement begins and detailed planning for the future service delivery are mapped. Some effort will also be linked to understanding the current service delivery in order to report on benefits and improvements at a later point in time.
- S** **Sign-off** - Both the transformation team and service area agree the benefits of the project (including savings to be achieved) and any investment as well as the detailed delivery plans.
- G** **Go-Live** - The anticipated go-live date for the technology solution to be in place for the employee and/or customer to use.
- B** **Benefits** - The anticipated date at which the benefits from the project will be realised.

**Living in Southampton**

		2015		2016					2017											
Customer journey (user story)	Service	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
<b>Report ...</b>																				
Missed Bin	Waste			K	S	G									B					
Problem with a tree	P&SC	K		S	G										B					
Fly tip, graffiti and fly posting	P&SC				K	S	G								B					
Anti social behaviour	RS					K		S	G						B					
FOI- submit an FOI request	Corp				K		S	G							B					
Report road fault and damages, street lighting	Highways						K				S		G				B			
Report a road obstruction	Highways						K				S		G				B			
Report a blocked drain	Highways						K				S		G				B			
Report roadworks and maintenance	Highways						K				S		G				B			
Report an abandoned and untaxed vehicles, noise/nuisance and other public health matters	Highways						K				S		G				B			
Grounds Maintenance (hedges, grass cutting etc) including housing estates	P&SC								K		S		G				B			
Report a problem with a Play area	P&SC								K		S		G				B			
Submit a Complaint	Corp							K	S			G					B			
Provide information about snow clearance / road gritting	Highways							K		S					G		B			
Report planning enforcement issue	Planning								K		S	G					B			
Electoral registration & absent voting	Corp									K	S		G				B			
Make an enforcement appeal/complaint	Planning								K	S	G						B			
Change your address	Corp							K		S		G							B	
<b>Pay for...</b>																				
Book, pay for a Pest Control appointment with text reminder	RS		K	S		G									B					
Itchen Bridge top up	Transport				K	S	G											B		
Cemeteries and crematorium (buy a memorial)	RS					K	S		G								B			
Commercial (Trade) Waste - Pay for collection	Waste				K		S		G						B					
Pay for a licence	RS			K		S		G							B					
Pay for extra School Services (i.e. Music Lesson)	Children					K		S		G					B	B				
Find and pay for a parking space	Parking						K		S		G				B					
Pay a Parking fine	Parking						K		S		G							B		
Apply and pay for decremting Parking Card	Parking						K		S		G					B				
Bulky waste - Pay for collection	Waste				K		S		G						B					
Book and pay for cycle maintenance and lessons	Transport					K	S		G						B					
Book a Sports pitch at a school / community venue	leisure								K		S		G					B		
Request and pay for building inspection	Planning							K		S		G					B			
Pay a library fine	Libraries							K		S		G						B		

Request and pay for MOT	Fleet				K		S		G				B
Council Tax - Pay and notifications	Council tax				K		S		G				B
Apply and pay for Allotments online	P&SC				K		S				G		B
Cemeteries and crematorium arrange and pay service	RS				K		S		G			B	
<b>Apply for...</b>													
Apply / renew your residents parking online	Parking	K		S		G							B
Apply for household waste assisted collection	Waste			K	S		G						B
Submit a private planning application	Planning				K		S		G				B
Comment on a planning application	Planning				K		S		G				B
Contact a planning officer	Planning				K		S		G				B
Appeal a planning decision	Planning				K		S		G				B
Garden Waste - Sign up for service or renew	Waste	K			S		G					B	
Loan/ renew library book	Libraries			K	S		G					B	
Apply for Benefits / Council Tax reduction	Council tax						K		S		G		B
Apply for a licence	RS						K		S		G		B
Apply to drop a Kerb	Highways						K		S		G		B
Apply for H bar	Highways						K		S		G		B
Apply for a Skip Permit	Highways						K		S		G		B
Apply for a School place	Children						K		S		G		B
Apply for In year school transfers	Children						K		S		G		B
Submit a School appeal	Children						K		S		G		B
Register a birth, death or marriage	RS					K		S		G			B
Cultural bookings	leisure						K		S		G		B
Apply to be a Parks Volunteers/Friends of parks	P&SC						K		S		G		B
Two Year Funding eligibility	Children						K		S		G		B
Make an application for the VCS grants programme	corp						K		S		G		B
Apply for Smart cities card	Transport								K		S		B
Apply for Solent go	Transport								K		S		B
Apply for discounted college bus pass	Transport								K		S		B
Child licensing	Children								K		S		B
<b>Housing</b>													
Apply for a home	Housing					K	S	G					B
Pay housing rent online	Housing					K	S	G					B
Bidding for a property	Housing						K		S		G		B
Home exchange services	Housing						K		S		G		B
Arrange a home adaption	Housing						K		S		G		B
Apply to right to buy scheme	Housing								K	S		G	B
Requesting property renovation	Housing								K	S		G	B
Estate Management	Housing								K	S		G	B
Request and track a repair online	Housing							K		S		G	B
<b>Information</b>													

Issue statutory notices and orders online	corp
Find out information about Parks and green spaces	p&sc
Information about Events	Leisure



**Legend**

<b>K</b>	<b>Kick-off</b> - Service engagement begins and detailed planning for the future service delivery are mapped. Some effort will also be linked to understanding the current service delivery in order to report on benefits and improvements at a later point in time.
<b>S</b>	<b>Sign-off</b> - Both the transformation team and service area agree the benefits of the project (including savings to be achieved) and any investment as well as the detailed delivery plans.
<b>G</b>	<b>Go-Live</b> - The anticipated go-live date for the technology solution to be in place for the employee and/or customer to use.
<b>B</b>	<b>Benefits</b> - The anticipated date at which the benefits from the project will be realised.

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**Supporting Vulnerable Adults and Children**

2015

2016

2017

Customer journey (user story)	Service Area	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
<b>Apply and receive SEND Assessment</b>																				
Request EHC Assessment (Education & Helath Care Plan)	Children's		K			S				G				B						
Mobile Solution for Statutory assessment under Children & Families Act 2014	Children's				K		S				G			B						
Collate advice for EHC (Education & Helath Care Plan)	Children's				K		S				G			B						
Notification that partner assessment has been completed.	Children's				K		S				G			B						
Mobalised partner assessment (E.g. Education Psychology)	Children's						K		S					G			B			
Create shared and secure work space for professionals	Children's		K				S						G			B				
Receive a short breaks assessment (2 levels)	Children's				K		S				G			B						
Transport for children with EHC plans	Children's					K		S				G		B						
Integration for systems to share one view (including parents)	Children's				K			S						G		B				
<b>Referral to...</b>																				
Referral for Adult Social Care support	Adults					K		S					G		B					
Report a Adult Safeguarding Concern	Adults					K		S					G		B					
Report an allegation against a Professional (LADO)	Children's						K		S					G			B			
Report a Child Safeguarding Concern	Children's							K		S				G				B		
Report a child missing from care	Children's						K		S					G			B			
<b>Apply for...</b>																				
Apply for DOLS	Adults		K			S					G			B						
Apply for a Blue Badge	Adults				K		S					G		B						
Apply to become a Foster Carer	Children's						K		S				G			B				
Apply to become an Adoptor	Children's						K		S				G			B				
Apply to become a Shared Lives Carer	Adults						K		S				G			B				
Approval for Foster Carer/Adoptor (Paperless Panels)	Children's		K			S				G				B						
Apply for and receive a direct payment	Adults					K		S					G		B					
Apply for appointee/deputyship	Adults							K		S				G		B				
Apply and receive deferred payment agreement	Adults							K		S				G		B				
External request to access records (DP2)	Social Care							K		S				G			B			
<b>Assessment for...</b>																				

Deliver Best Interest Meeting	Adults		K		S			G		G		
Adult's Safeguarding Investigation	Adults	K		S				G		B		
Receive an Occupational Therapist Assessment	Children's		K		S			G		B		
Receive and Children & Family Social Care Single Assessment	Children's			K		S		G		B		
Receive an Adult Social Care Long Term Social SW assessment (and care plan)	Adults				K		S		G		B	
Receive a Mental Health assessment	Adults					K		S		G	B	
Receive a Parenting Capacity Assessment	Children's					K		S		G	B	
Foster Care, Adoption, Kinship, Step-Parent adoption Special Guardianship Assessments	Children's					K		S		G	B	
Receive a Universal Help Assessment (and Universal Help Plan)	Children's						K		S		G	B
Receive an Early Help Assessment (and plan)	Children's					K		S			G	B
Receive a Reablement Assessment to identify support	Adults						K		S		G	B
Referral for Support when discharged from Hospital	Adults						K		S		G	B
Apply and receive a Financial assessment	Adults							K		S		B
Receive a Child Protection Investigation (s47)	Children's				K		S			G	B	
Receive a Court Directed Assessment (sec 7 and 37 Children Act 1989)	Children's					K		S		G		B
Receive a Private Fostering Assessment	Children's						K		S		G	B
Receive an Asylum/Immigration/Homeless Families Assessment	Children's							K		S		B
Receive a Risk of serious harm assessment	Children's						K		S		G	B
Transition to adulthood assessment	Children's		K		S			G		B		
Transporting vulnerable adults in the city	Adults			K		S			G	B		
<b>Review of needs...</b>												
Deliver Looked After Children Reviews	Children's					K		S			G	B
Review of needs following Adult Social Care intervention	Adults			K		S			G		B	

Deliver Child Protection Case Conferences and Strategy Meetings	Children's	K	S				G		B
Employee: Manage meeting note taking	Social Care	K	S				G		B
Deliver Case Audits and Management Reviews	Social Care			K	S			G	B
<b>Find Information...</b>									
Find information about Day Service provision	Adults		K		S		G		B
Find information about care home provision	Adults		K		S		G		B
Find information about mental Health intervention	Adults		K		S		G		B
Find information about the Quality assurance of care and support providers	Adults		K		S		G		B
Find information about respite provision	Social Care		K		S		G		B
Provide customer financial support / advice (SC)	Adults		K		S		G		B
Neighbourhood and community engagement	Housing			K		S		G	B
<b>Education...</b>									
Apply for Free school meals and other school grants	Children's			K		S		G	B
Apply for Elective Home Education	Children's			K		S		G	B
Whole School Behaviour review	Children's				K		S		G
<b>Receiving Support</b>									
Commissioning SEN placements	Children's	K		S			G		B
Commissioning of Children's Placements	Children's			K		S		G	B
Commissioning of Care and support	Adults		K		S			G	B
Receive Homelessness support	Housing				K		S		G
Receive Continuing Health Care provision	Adults				K		S		B
<b>Carers...</b>									
Apply for Carers support	Adults	K		S			G		B
Receive a Carers Assessment	Adults		K		S			G	B
Receive a Respite carer assessment	Adults			K		S		G	B
Receive Care and Support for Carers	Adults		K		S			G	B

Legend

K	<b>Kick-off</b> - Service engagement begins and detailed planning for the future service delivery are mapped. Some effort will also be linked to understanding the current service delivery in order to report on benefits and improvements at a later point in time.
S	<b>Sign-off</b> - Both the transformation team and service area agree the benefits of the project (including savings to be achieved) and any investment as well as the detailed delivery plans.
G	<b>Go-Live</b> - The anticipated go-live date for the technology solution to be in place for the employee and/or customer to use.
B	<b>Benefits</b> - The anticipated date at which the benefits from the project will be realised.

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# Agenda Item 8

<b>DECISION-MAKER:</b>		OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE	
<b>SUBJECT:</b>		MONITORING SCRUTINY RECOMMENDATIONS TO THE EXECUTIVE	
<b>DATE OF DECISION:</b>		14 JANUARY 2016	
<b>REPORT OF:</b>		HEAD OF LEGAL AND DEMOCRATIC SERVICES	
<b><u>CONTACT DETAILS</u></b>			
<b>AUTHOR:</b>	<b>Name:</b>	<b>Mark Pirnie</b>	<b>Tel: 023 8083 3886</b>
	<b>E-mail:</b>	<b>Mark.pirnie@southampton.gov.uk</b>	
<b>Director</b>	<b>Name:</b>	<b>Dawn Baxendale</b>	<b>Tel: 023 8083 2966</b>
	<b>E-mail:</b>	<b>Dawn.baxendale@southampton.gov.uk</b>	
<b>STATEMENT OF CONFIDENTIALITY</b>			
None			
<b>BRIEF SUMMARY</b>			
This item enables the Overview and Scrutiny Management Committee to monitor and track progress on recommendations made to the Executive at previous meetings.			
<b>RECOMMENDATIONS:</b>			
	(i)	That the Committee considers the responses from Cabinet Members to recommendations from previous meetings and provides feedback.	
<b>REASONS FOR REPORT RECOMMENDATIONS</b>			
1.	To assist the Committee in assessing the impact and consequence of recommendations made at previous meetings.		
<b>ALTERNATIVE OPTIONS CONSIDERED AND REJECTED</b>			
2.	None.		
<b>DETAIL (Including consultation carried out)</b>			
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.		
<b>RESOURCE IMPLICATIONS</b>			
<b><u>Capital/Revenue</u></b>			
5.	None.		

<b><u>Property/Other</u></b>	
6.	None.
<b>LEGAL IMPLICATIONS</b>	
<b><u>Statutory power to undertake proposals in the report:</u></b>	
7.	The duty to undertake overview and scrutiny is set out in Part 1A Section 9 of the Local Government Act 2000.
<b><u>Other Legal Implications:</u></b>	
8.	None
<b>POLICY FRAMEWORK IMPLICATIONS</b>	
9.	None
<b>KEY DECISION</b>	No
<b>WARDS/COMMUNITIES AFFECTED:</b>	None directly as a result of this report
<b><u>SUPPORTING DOCUMENTATION</u></b>	
<b>Appendices</b>	
1.	Monitoring Scrutiny Recommendations – 14 <sup>th</sup> January 2016
<b>Documents In Members' Rooms</b>	
1.	None
<b>Equality Impact Assessment</b>	
Do the implications/subject of the report require an Equality and Safety Impact Assessments (ESIA) to be carried out.	No
<b>Privacy Impact Assessment</b>	
Do the implications/subject of the report require a Privacy Impact Assessment (PIA) to be carried out.	No
<b>Other Background Documents</b>	
<b>Equality Impact Assessment and Other Background documents available for inspection at:</b>	
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 – 14<sup>th</sup> January 2016

Date	Portfolio	Title	Action proposed	Action Taken	Progress Status
10/12/15	Housing and Sustainability	Safe City Partnership Annual Review	1) That the Committee are provided with an update of the action plan developed following the 2014 Community safety Peer Review identifying progress made implementing the agreed actions.	Southampton Safe City Partnership Action Plan in response to the LGA Peer Review Recommendations was circulated to the OSMC on 5 <sup>th</sup> January 2016. This action plan has remained a focus of the partnership throughout the year. 85% (29 out of 34 actions) of the Plan has been completed. The remaining actions will be completed by Spring 2016.	Completed
			2) That, to raise the profile of the Partnership, the Safe City Partnership explores how the good work that is being delivered can be more effectively communicated.	<p>Work on the partnership webpage is in progress and is planned to be live at the end of the year, this will show case some of the achievements of the partnership. All partners' organisations will be invited to signpost their employees to the webpage to raise awareness.</p> <p>A special edition of the City Council's Policy Watch in the New Year will focus on the work of all the strategic partnerships over the past year.</p> <p>Promotion and effective communication of the work of key partnerships, including Safe City Partnership will be included as an item for Southampton Connect and regular Partnership Chair's meetings.</p>	In progress
			3) That the Safe City Partnership seeks to develop the Police and Communities Together Panels (PACT) by ensuring that best practice is shared across the Panels and, to enable local members to hold Inspectors to account, ward Councillors are consulted when	This is being reviewed as part of the assessment of the effectiveness of Community Tasking and Coordinating (CTCG) led by Inspector Clive Marsh. Inspector Marsh is meeting with the Regulatory Service Team Leader early in 2016 to better understand the overlap with	In progress

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			scheduling PACT meetings.	PACT meetings.	
			4) That the Safe City Partnership explores the potential to establish a 'diverted giving scheme' in Southampton that encourages people to donate to charities that support homeless people rather than give directly to beggars.	<p>Southampton Connect organised a multi-agency meeting to discuss issues relating to street begging. It was agreed to meet in the New Year to consider progress of the following:</p> <ul style="list-style-type: none"> <li>• The drugs and alcohol Team Manager to work with the Housing Needs Manager, Community Safety and Homelessness charities to improve access to treatment for those who need it.</li> <li>• Explore how we can use the 'Don't Kill with Kindness' campaign and 'Diverted Giving Scheme' to fund local homelessness charities. To raise awareness amongst residents and visitors to direct their giving from individuals to charities.</li> <li>• Enforcement action by the police.</li> </ul>	In progress
			5) That the Hate Crime Action Plan is circulated to the Committee.	Southampton District Hate Crime Plan circulated to the OSMC on 5 <sup>th</sup> January 2016.	Completed