

Overview and Scrutiny Management Committee

Thursday, 10th November, 2016
at 5.30 pm

PLEASE NOTE TIME OF MEETING

Council Chamber - Civic Centre

This meeting is open to the public

Members

Councillor Fitzhenry (Chair)
Councillor Moulton (Vice-Chair)
Councillor Fuller
Councillor Furnell
Councillor Hannides
Councillor Morrell
Councillor Whitbread
Councillor Murphy
Councillor Savage
Councillor T Thomas

Appointed Members

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

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

Contacts

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Senior Democratic Support Officer
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Scrutiny Manager
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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.

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 2016/17

2016	2017
16 June	12 January
14 July	16 February
11 August	16 March
15 September	13 April
13 October	
10 November	
15 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.

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 the 13th October 2016 and to deal with any matters arising, attached.

7 TRANSFORMATION PROGRAMME UPDATE (Pages 3 - 10)

Report of the Transformation Director providing an update on the progress made in relation to the Council's transformation programme

8 FORWARD PLAN - GENERAL FUND REVENUE BUDGET 2017/18 TO 2020/21

(Pages 11 - 14)

Report of the Service Director, Legal and Governance enabling the Overview and Scrutiny Management Committee to examine the content of the Forward Plan and to discuss issues of interest or concern with the Executive, attached.

Wednesday, 2 November 2016

Service Director, Legal and Governance

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SOUTHAMPTON CITY COUNCIL
OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE
MINUTES OF THE MEETING HELD ON 13 OCTOBER 2016

Present: Councillors Fitzhenry (Chair), Moulton (Vice-Chair), Fuller, Furnell, Hannides, Morrell, Whitbread and Savage

Apologies: Councillors Murphy, T Thomas, Revd. J Williams and Mrs U Topp

Also in attendance: Councillor Letts, Leader of the Council

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

The Committee noted the apologies of Councillors Murphy and T Thomas. The Committee also noted that following receipt of the temporary resignation of Councillor T Thomas from the Overview and Scrutiny Management Committee, the Service Director, Legal and Governance, acting under delegated powers, had appointed Councillor D Thomas to replace her for the purposes of this meeting.

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

RESOLVED the minutes of the meeting held on 15th September, 2016 be approved and signed as a correct record.

27. **PROPOSALS FOR A SOLENT MAYORAL COMBINED AUTHORITY**

The Committee considered the report of the Leader of the Council in relation to the Solent Mayoral Combined Authority proposals.

The Committee received representations from Caroline Nokes MP, a member of the Chamber of Commerce and interested parties. They discussed with the Leader:

- the process and procedure to achieving the Combined Authority and it's viability;
- the risks and benefits to Southampton;
- the Government's current position regarding Mayors and Combined Authorities;
- role of the LEP in the short and long term;
- decision making and parity between the parties;
- barriers to the proposals;
- links with the Sustainability and Transformation Plan;
- local decision making and how this would influence projects such as improved transport links;
- costs of the Combined Authority;
- capacity within the local authorities; and
- interim Mayoral arrangements.

Agenda Item 7

DECISION-MAKER:	OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE		
SUBJECT:	TRANSFORMATION PROGRAMME UPDATE		
DATE OF DECISION:	10 NOVEMBER 2016		
REPORT OF:	CABINET MEMBER FOR TRANSFORMATION PROJECTS		
<u>CONTACT DETAILS</u>			
AUTHOR:	Name:	Stephen Giacchino	Tel: 023 8083 7713
	E-mail:	stephen.giacchino@southampton.gov.uk	
Director	Name:	Stephen Giacchino	Tel: 023 8083 7713
	E-mail:	stephen.giacchino@southampton.gov.uk	

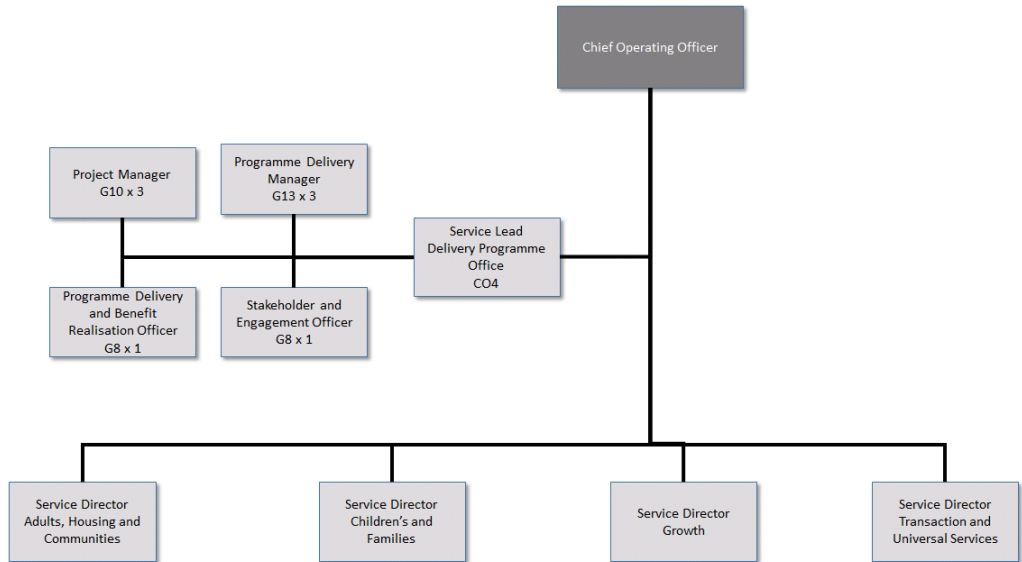
STATEMENT OF CONFIDENTIALITY	
None	
BRIEF SUMMARY	
This report provides the Overview and Scrutiny Management Committee (OSMC) with an update on the Transformation Programme as at end October 2016 and progress since the last update to OSMC in June 2016.	
RECOMMENDATIONS:	
	(i) The Committee is requested to consider this report and note progress of the Transformation programme.
REASONS FOR REPORT RECOMMENDATIONS	
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.
ALTERNATIVE OPTIONS CONSIDERED AND REJECTED	
2.	Not applicable.
DETAIL (Including consultation carried out)	
	Background
3.	The Transformation Programme composition has not changed since the last OSMC update in June.
4.	Since January this year, all of the programme initiatives have been reviewed to ensure that resources and plans are aligned to achieve the best outcome, with several initiatives being regrouped or consolidated. The revised programmes are:
5.	Restructuring the Council (Operating Model) – this programme brings together all organisation design work relating to the launch of the new

	<p>operating model. There are 3 phases to this programme with Phase 1 completed at the end of January:</p> <ul style="list-style-type: none"> • Service Excellence • Capita Partnership Reset including: - <ul style="list-style-type: none"> ○ Core Services ○ Digital ○ Procurement • Temporary and Permanent Staff Procurement • HR Policies and Procedures – Complete • Service Cost Recovery - Complete • Children’s and Families Service Transformation <p>These Programmes are described in the detail below.</p>
	<u>Individual Project Updates</u>
	Restructuring the Council – Operating Model
6.	Phase 1 - Project complete
7.	Phase 2 - All posts which were not part of Phase 1 but are Grade 12 or above are in scope for Phase 2, totalling 142 FTE across the whole organisation. Consultation ended for Phase 2 of the Operating Model on 7 July 2016. All positions have been interviewed for and filled where internal candidates were found to be suitable. As per policy, and agreed with Unions, any persons displaced through this process have the opportunity to apply for the remaining vacancies which will then be advertised externally.
8.	Phase 3 - The first part of the accelerated phase 3 for Digital and Business Operations has been implemented and is being handed over to business as usual. The proposed FTE reductions for IT and Digital, Supplier and Employee and Customer Experience (Business Support) has achieved 44 FTE reductions. There remains 38.95 vacant posts that are currently being recruited to and the aim is to have fully established teams within three months. The next few weeks are critical to invest the time in understanding the team skills, refreshing attitudes and reinforcing new behaviours. The extended consultation for the Financial Transaction teams has concluded, and implementation will be driven by the digital solution. With an effective digital implementation by the end of March 2017 the remaining proposed FTE reductions (17.5) should be achieved.
	Service Excellence
9.	The Service Excellence management system continues to ‘bed in’. To aid this, the Learning and Development Team are now supporting the champions by delivering the fortnightly training. Discussions are underway to see how the council’s Learning and Development programme can deliver aspects of the service excellence model so it starts to become business as usual. The Programme will be led by the new Chief Operations Officer as the Senior Responsible Officer.
10.	Supervisors continue to report positive results including how the system is helping staff feel more valued, how it has helped streamline work, drive work

	sharing and engage staff in problem solving. This demonstrates the potential for service excellence to contribute towards facilitating the change in culture and the five behaviours (taking personal responsibility, working with and through others, embracing change, managing commercial demands, being customer oriented) the council is seeking from its staff.
11.	Standard operating procedures (SOPs) continue to be developed and reviewed as processes change due to digitisation are being reviewed. SOPs have proved particularly helpful in supporting the induction of new team members.
	Capita Partnership Reset
12.	<ul style="list-style-type: none"> • The transfer of Property Services back in-house as of 1 January 2017 remains on track. • All key leadership roles for the Partnership (Partnership Director, Finance Director and Operations Director and Director for Digital Services) have now been filled • Advisory Board now set up with the first meeting taking place on 29 November
13.	<p>Digital - Tranche 1 and 2 final Service Director packs have been completed for all areas involving FTE reduction and the sign off process is underway or complete. Tranche 3 packs nearing completion and in final review with Service Directors. Several customer journeys have now gone live including New residents parking permits, Visitors parking permit, Report a nuisance, Commercial waste quote, Purchase copy birth, death and marriage certificates and internal Business Support forms. Initial data is showing that the improved web content and forms is reducing contact and promoting channel shift to digital. Over 250 mobile devices have been deployed to staff in Environmental Health, Adults and Children's. Re-designed processes and journeys are maximising the use of mobile technology. Activity is now focusing on behaviour change within service areas. Development work currently underway includes integration of forms with back office systems, Houses in Multiple Occupation (HMO) licensing, food safety inspections, parking permit renewals and user acceptance testing of Paris Mobile.</p> <p>Learning from issues with customers being unable to reach the Contact Centre, actions are being progressed to ensure a balance between meeting customer needs, particularly for vulnerable client groups, and the requirement for channel shift.</p>
14.	<p>Procurement Savings Initiatives - The Procurement Programme was re-launched on the basis of 57 projects for implementation for the first two years of activity. These have now been refined and consolidated into 49 projects. Of these, 9 projects have progressed to formal procurement with the required Project Launch Documents (PLD) approved, and two projects have completed procurement (Benefit Sign-Off [BSO] Approved). There are currently 23 PLDs / BSOs in the pipeline for approval by the end of the calendar year.</p>
	Temporary Staff Procurement
15.	The new arrangements for the supply of temporary workers under the

	contract with Hays Specialist Recruitment Limited was fully launched on the 26 September 2016 utilising a new web portal to raise requests for temporary staff. These new arrangements enable all assignments to be managed through a single system, facilitates the completion of timesheets online using any device linked to the internet and provides much improved management controls. The permanent staff recruitment service was launched on the 17 October and also utilises an upgraded web portal to handle all permanent recruitment activities.
16.	The benefits flowing from these improved arrangements are greater control and visibility of the recruitment activities, much improved management information and a better position to start of the delivery of reductions in expenditure. It also provides an important foundation for the continued development of the council's workforce strategy. As the bank of management information grows over the first few months dashboards outlining headline information will be made available to OSMC.
17.	HR Policies and Procedures – Project complete
18.	Service Cost Recovery this programme is in business as usual and Transformation are tracking the target benefits. Schools Transport will now be incorporated into a wider Transport initiative across the council and has been moved under the Procurement Programme for delivery.
	Adult Care Packages
19.	Following the presentation to the Transformation & Improvement Board on May 31 st 2016, a pilot was set up to prove the value of the review. Phase 1 of the pilot with 225 cases (originally 220 cases) was successful and has validated the savings that can be made while proving that the backlog of cases older than 12 months can be successfully reduced. Phase 1 closed with an average saving of 7.9% on an annual spend of £2,897,415. A second phase of the pilot was given approval to proceed at the Transformation & Improvement Board on 30 th August 2016. Phase 2 of the pilot showed again a saving of 7.5% from 208 cases on an annual spend of £4,528,600.
20.	The Transformation & Improvement Board on 11th October 2016 approved a continuation of the project with the current monitoring process to: <ul style="list-style-type: none"> a. Continue to review packages older than 12 months (some 1900 cases) and look to reduce costs where appropriate. b. Clear the backlog of cases that have not been reviewed in more than 12 months including those that will become due for review in the expected project life of 6 months. c. Provide knowledge transfer and support to the existing team to upskill the team through integration with the project team to continue the work of reviewing similar packages ongoing.
21.	Concierge Service Transfer to Balfour Beatty - As part of ongoing work to address reducing in costs, discussions were held with Balfour Beatty Living Places to explore the potential to integrate the Council's Concierge Service and other CCTV monitoring with the City Watch Service. A report went to Cabinet on the 19 October 2016 seeking permission to progress with the proposed TUPE of those in scope to BBLP. The transfer was agreed and formal consultation process has now commenced and will finish on the 22

	November 2016. Work is also underway to amend the contract already in place with BBLP.
	Children's and Families Transformation
22.	The Children and Families Transformation Programme is made up of three core projects with the aim of transforming the service: <ul style="list-style-type: none"> • Reducing Demand and Cost: • A Permanent and Productive Workforce: • System Reshaping
23.	Reducing Demand and Cost - This project is now in the delivery phase, and a number of initiatives have been set up to address both demand avoidance (the front door process) and demand reduction (caseload reduction and improving outcomes for children). A new front door approach has been implemented which aims at reducing the number of assessments taking place by over a third. This, when combined with strong and trained staff and processes up front, will significantly reduce the flow of demand into the social care system in Southampton. Children in Need caseloads are being reviewed and reduced on a month by month basis – which will, in time, allow a natural resizing of the service in line with reduced demand. Combined the initiatives in this project aim to reduce numbers of Looked after Children significantly over a three year period, and as a result, addressing one of the major areas of spending in SCC.
24.	A Permanent and Productive Workforce - This project has the high level goals of improving our staff offer, training and development of best practice amongst social workers in particular, and so recruit and retain more experienced high quality staff. This will allow the service to reduce reliance on temporary and agency workers – and so reduce spend. Management training is under way, a partnership with HAYS as a managed service provider for recruitment has allowed informed choices to be made on the basis of improved management information and through a weekly dashboard. The service aims to reduce its number of temp staff by up 85% by the end of this financial year.
25.	System Reshaping - This project focuses on the tactical and strategic changes which need to happen in Children and Families to keep it sustainable. Work is ongoing around presenting options for alternative models of delivery for education traded services like the Music Service or Educational Psychology. The programme is also exploring all options for increased trading with schools and other bodies across the region to increase income generation where possible. This project is also supporting the programme to set up an integrated early help offer for 0-19 year olds in the city. This will involve integrating with Health and other partners to establish a more efficient and sustainable offer bolstering early help, intervention and prevention of escalation of need with children and young people in Southampton.
	Long Term Structure
26.	As reported in in the June 2016 OSMC the structure of a Programme

	<p>Delivery Office to ensure programme and project initiatives delivered through this central corporate function will be defined and aligned to the Council's strategic priorities and outcomes is being embedded. The structure below was part of the Phase 3 Digital and Business Operations Consultation and is now the final structure. The Programme Delivery Office through the permanent Service Lead – Programme Delivery Office will, from April 2017, report to the Chief Operations Officer. This will ensure that the role of the Programme Delivery Office to deliver the change programmes that support the council's strategic objectives is linked to the strategic and operational arms of the council. We are implementing the controls and methodologies that will provide better visibility of progress to outcomes and deliverables, Risk Management, Benefit Realisation tracking. We are also improving the Programme and Project Management capability including Benefit Management and Business Change skills and expertise to the benefit of the staff and SCC in managing and implementing change to start transitioning Transformation into 'business as usual' (BAU) activity.</p>
27.	 <pre> graph TD COO[Chief Operating Officer] --> PM[Project Manager G10 x 3] COO --> PDM[Programme Delivery Manager G13 x 3] COO --> SLDPO[Service Lead Delivery Programme Office CO4] COO --> SD1[Service Director Adults, Housing and Communities] COO --> SD2[Service Director Children's and Families] COO --> SD3[Service Director Growth] COO --> SD4[Service Director Transaction and Universal Services] PM --> PDBRO[Programme Delivery and Benefit Realisation Officer G8 x 1] PDM --> SSEO[Stakeholder and Engagement Officer G8 x 1] SLDPO --- SSEO </pre>
28.	<p>Recruitment of the Service Lead – Programme Delivery Office is currently underway with interviews to take place Mid November 2016.</p>
	<p>Current Focus/ Next Steps</p>
29.	<p>The current and ongoing focus remains as follows:</p> <ol style="list-style-type: none"> 1. Bedding in the Operating Model through Service Excellence and change management; Continuing to deliver the Customer Journeys in Digital that have been signed off while preparing additional Customer Journeys that as new opportunities are uncovered to streamline and improve service provision and experience through deploying digital technology; Completing the delivery of the Temporary and Permanent Staff Procurement with Hays; Delivering the Procurement Initiatives with Capita; Developing the projects to deliver the savings target in Transaction and Universal Services, Housing and Adults. 2. Design and rollout of the Operating Model Phase 3

	<p>3. Continuing to develop Programmes to deliver the remaining savings target to 2020</p> <p>4. Implementing industry standard controls and methodologies to introduce more robust programme governance and transition Transformation into BAU.</p>
30.	<p>The overall political and officer oversight of the Transformation Programme remains unchanged with:</p> <ul style="list-style-type: none"> • 1:1 meetings between the Transformation Director and Cabinet Member for Transformation • Monthly Transformation Improvement Board • Escalation of issues to Cabinet and Council as and when required • Regular Overview and Management Committee reporting <p>The Transformation & Improvement Board has been extended to include the Senior Leadership Team.</p>
RESOURCE IMPLICATIONS	
<u>Capital/Revenue</u>	
31.	The revenue cost of the SCC transformation team is largely being met from the transformation programme reserve approved by Council.
32.	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. In August 2016 a paper was submitted to Transformation and Improvement Board and Capital Board to support the Digital Programme. The amount approved was £3.3m.
<u>Property/Other</u>	
33.	No implications at this stage.
LEGAL IMPLICATIONS	
<u>Statutory power to undertake proposals in the report:</u>	
34.	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>	
35.	None
POLICY FRAMEWORK IMPLICATIONS	
36.	None

KEY DECISION?	No
WARDS/COMMUNITIES AFFECTED:	None directly as a result of this report

<u>SUPPORTING DOCUMENTATION</u>	
Appendices	
1.	None
Documents In Members' Rooms	
1.	None
Equality Impact Assessment	
Do the implications/subject of the report require an Equality Impact Assessment (EIA) to be carried out.	ESIAs have been completed for Transformation projects where appropriate. The need to produce ESIA's will be reviewed for each new project as it develops.
Privacy Impact Assessment	
Do the implications/subject of the report require a Privacy Impact Assessment (PIA) to be carried out.	PIAs have been completed for Transformation projects where appropriate. PIA's will be reviewed for each new project as it develops.
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.	Implementing the Council Strategy 2014 – 2017 (Item 81) http://www.southampton.gov.uk/modernGov/ieListDocuments.aspx?CId=122&MId=2835&Ver=4

Agenda Item 8

DECISION-MAKER:		OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE		
SUBJECT:		FORWARD PLAN		
DATE OF DECISION:		10 NOVEMBER 2016		
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				
This item enables the Overview and Scrutiny Management Committee to examine the content of the Forward Plan and to discuss issues of interest or concern with the Executive to ensure that forthcoming decisions made by the Executive benefit local residents.				
RECOMMENDATIONS:				
	(i)	That the Committee discuss the items listed in paragraph 3 of the report to highlight any matters which Members feel should be taken into account by the Executive when reaching a decision.		
REASONS FOR REPORT RECOMMENDATIONS				
1.	To enable Members to identify any matters which they feel the Cabinet should take into account when reaching a decision.			
ALTERNATIVE OPTIONS CONSIDERED AND REJECTED				
2.	None.			
DETAIL (Including consultation carried out)				
3.	The Forward Plan for the period November 2016 – February 2017 has been circulated to members of the Overview and Scrutiny Management Committee. The following issues were identified for discussion with the Decision Maker:			
	Portfolio	Decision	Requested By	
	Finance	General Fund Revenue Budget 2017/18 to 2020/21	Cllr Fitzhenry	
4.	Briefing papers responding to the items identified by members of the Committee are appended to this report. Members are invited to use the papers to explore the issues with the decision maker.			
RESOURCE IMPLICATIONS				
<u>Capital/Revenue</u>				
5.	The details for the items on the Forward Plan will be set out in the Executive			

	decision making report issued prior to the decision being taken.	
<u>Property/Other</u>		
6.	The details for the items on the Forward Plan will be set out in the Executive decision making report issued prior to the decision being taken.	
LEGAL IMPLICATIONS		
<u>Statutory power to undertake proposals in the report:</u>		
7.	The details for the items on the Forward Plan will be set out in the Executive decision making report issued prior to the decision being taken.	
8.	The duty to undertake overview and scrutiny is set out in Part 1A Section 9 of the Local Government Act 2000.	
<u>Other Legal Implications:</u>		
9.	None	
POLICY FRAMEWORK IMPLICATIONS		
10.	The details for the items on the Forward Plan will be set out in the Executive decision making report issued prior to the decision being taken.	
KEY DECISION		No
WARDS/COMMUNITIES AFFECTED:		None directly as a result of this report
<u>SUPPORTING DOCUMENTATION</u>		
Appendices		
1.	Briefing Paper - General Fund Revenue Budget 2017/18 to 2020/21	
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?		Identified within Executive report
Privacy Impact Assessment		
Do the implications/subject of the report require a Privacy Impact Assessment (PIA) to be carried out?		Identified within Executive report
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	

SUBJECT: GENERAL FUND REVENUE BUDGET 2017/18 TO 2020/21
DATE: 10 NOVEMBER 2016
RECIPIENT: OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

THIS IS NOT A DECISION PAPER

SUMMARY:

This budget report, which is to be published on 7 November 2016, will be presented to Cabinet on 15 November 2016 for decision. The purpose of this report is to outline the development of the General Fund revenue budget for 2017/18 to 2020/21 in response to the financial challenges facing Local Government whilst recognising the priorities of the Executive.

The report summarises the current budget position and outlines the initial draft budget and council tax proposals of the Executive for the period 2017/18 to 2020/21, with a proposal to set a two year detailed budget for 2017/18 and 2018/19 and a higher level position for later years. This will be used as the basis for extensive consultation with a range of stakeholders over the coming months. The results of the consultation will be reported alongside the Executive's final proposals which will be presented to Cabinet in early February and recommended to Council on 15 February 2017.

BACKGROUND and BRIEFING DETAILS:

1. The recommendations have been put forward to summarise the current budget position and outline the initial draft budget and council tax proposals of the Executive for 2017/18 to 2020/21. These will be used as the basis for extensive consultation with a range of stakeholders over the coming months.
2. The production of a financial forecast and an outline timetable are a requirement of the Council's Budget and Policy Framework Procedure Rules.

Consultation & Communications

3. Consultation on the proposals will commence on 16 November 2016. This will include meeting with trades unions, affected staff and any people or organisations affected by the proposals to ensure all options have been considered. An on-line questionnaire, which will also be available in hard copy, will be published following the 15 November 2016 Cabinet meeting.
4. Cabinet Members are keen to listen to new ideas and to receive feedback on the proposals to help to finalise the Executive's budget to be recommended to Full Council in February 2017.

Resource and Policy Implications

5. The budget is in itself a major policy exercise dealing with resource allocation within the Council and is supported by the Council's Management Team (CMT), together with specific legal and financial advice.

Options

BRIEFING PAPER

6. There are almost limitless options that can be applied to budget changes in the year most of which are driven by political priorities. In formulating the draft options to present in this paper the Executive have taken into account the relevant impact of all options that were under consideration and as a result some have not been progressed.
7. Alternative options may be presented to Council at the meeting in February at which a decision will be taken after the end of the consultation process.

Appendices/Supporting Information:

8. Report and appendices to be published on 7 November 2016.

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